A User Guide to

# PEP – Practice Environment Profile

Version 2.2

poppi Plymouth Online Practice Placement Information

WITH PLYMOUTH UNIVERSITY

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# 1 Introduction

## 1.1 ARC: The Online Placement Management System

To improve the student and practice provider experience, the NHS South West Strategic Health Authority (SHA) and Plymouth University, jointly funded ARC, a web-based online placement management system. ARC aims to provide up to date information on student placements throughout a range of healthcare disciplines across the South West Region.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or the Placement area. ARC consists of two distinct areas: Practice Environment Profile (PEP) and Placements on the Web (POW). Both areas are accessed via the Plymouth Online Practice Placement Information (POPPI) website.

## 1.2 Plymouth Online Practice Placement Information (POPPI) Website

POPPI emerged because of the implementation of the ARC online placement management system, the need for easy access to a range of information and materials for those associated with supporting learners in practice and, for those with an interest in practice learning. Whether you are a practice supervisor, mentor, educator or service user, there is information on POPPI to help. The POPPI website is an integral part of the Plymouth University website and is located at www.plymouth.ac.uk/poppi .

We are working with practice providers, staff and students to ensure that we make available relevant information on POPPI without the need to log in or to register, including:

- Online access to PEP & POW
- Audits
- Mentor centre
- Travel & accommodation
- Policies, procedures & guidelines
- Occupational health
- Disability Assist Service
- Course documentation
- Useful contacts

If there is any further information you wish to see on POPPI, or you wish to contact the POPPI web team, please email poppi@plymouth.ac.uk.

### 1.3 Practice Environment Profile (PEP)

PEP has benefits for both practice placement area staff and healthcare students. Each placement area has ownership of the information contained on their PEP, with the ability to update their profile. Placement areas can view live information about students allocated to their area and can access reports on specific placement information. Much of the information held on the PEPs is viewable to students who are allocated to that placement area. The students are therefore much more aware of the experiences they will encounter whilst in this specific environment. We hope this will lead to better-informed students going into practice.

### 1.4 Placements on the Web (POW)

POW provides students with details of their placement, what to expect whilst on placement and a complete placement profile. This includes contact details, what to wear and facilities available to them. As each programme has differing practice requirements prior to registration, POW also shows record of attendance for each student.

## 2 PEP User Accounts & Logging In and Out

### 2.1 Username and Password

Access to the PEP requires a username and password. These are controlled by the Plymouth University, ARC Systems Team. If you have a legitimate reason to require access, please email PEP Support on pepsupport@plymouth.ac.uk. Confirmation of your access rights will be required from your Trust, typically the PDT Clinical Lead. Your username and default password will be sent to you via email. Please note PEP support is monitored Monday to Thursday 0800-1630hrs and Friday 0800 – 1600hrs. We endeavour to acknowledge your email as soon as operationally possible, but within one working week.

### 2.2 Login

#### a. Ensure Pop-up blockers are switched off

Before you access the PEP, you must ensure that if the toolbar or browser has a pop up blocker as standard, it is switched '**off'**. To turn it off follow these steps:

- Open Internet Explorer by clicking the 'start' button and then clicking 'Internet Explorer'
- Click the 'Tools' button on the top menu bar, and then click 'Pop-up Blocker'.
- Click 'Turn off pop-up blocker'

**b. Go to the POPPI website:**

Figure 1 Internet Address Field

- Launch the internet browser, by clicking on the 'start' button, then internet explorer.
- Type web address: www.plymouth.ac.uk/poppi in the address field and then press enter:
- Save the web address as a favourite, by clicking the Add Favourite button and following the on screen instructions.

**b. Access the PEP Login page from POPPI:**

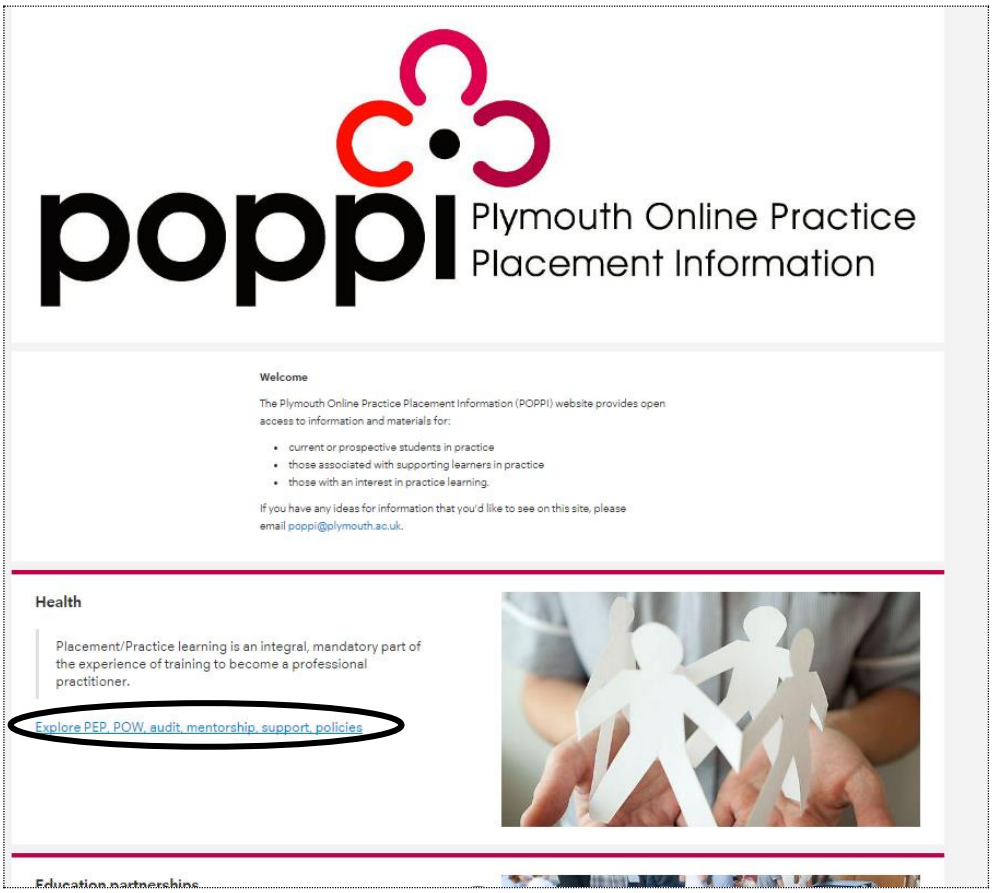
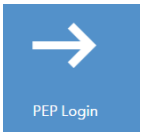

poppi
Plymouth Online Practice Placement Information
Welcome
The Plymouth Online Practice Placement Information (POPPI) website provides open access to information and materials for:
current or prospective students in practice
those associated with supporting learners in practice
those with an interest in practice learning.
If you have any ideas for information that you'd like to see on this site, please email poppi@plymouth.ac.uk.
Health
Placement/Practice learning is an integral, mandatory part of the experience of training to become a professional practitioner.
Explore PEP, POW, audit, mentorship, support, policies

Figure 2 Plymouth Online Practice Placement Information (POPPI) Homepage

- Click on the link in the Health section ‘Explore PEP, POW audit mentorship, support, policies’ shown in Figure 2 above.
- Click on the blue PEP Login button 


- Enter your **full email** address as your login name and the password provided by PEP Support in the fields as shown below.

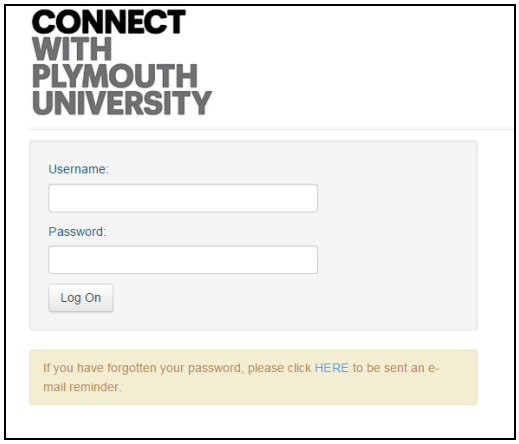

CONNECT WITH PLYMOUTH UNIVERSITY
Username:
Password:
Log On
If you have forgotten your password, please click HERE to be sent an e-mail reminder.

Figure 3 PEP Login Page

When you successfully login to PEP, the homepage will appear. It consists of a menu bar, a search field, a key and details of all practice profiles to which you are assigned.

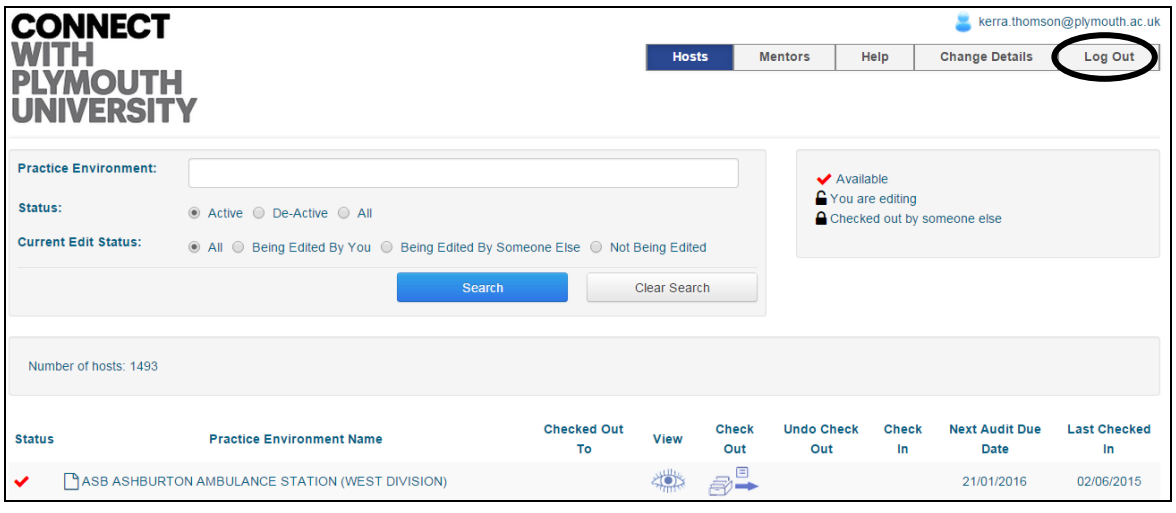



Figure 4 PEP Homepage

### d. Log Out

To exit the website click the Log Out button on the PEP main menu bar (Figure 4).

## 2.3 Login Trouble Shooting

In some instances, a user may experience difficulties logging onto PEP. Below are common reasons why this may be the case, with remedies.

### 2.3.1 Pop-up Blockers

If the Pop-up Blocker remains switched on, you will receive the following message to the top left of the web browser, click on it and select 'Always Allow Pop-ups from This Site…'

Figure 5 Pop-up Blocked Message

Figure 6 Always Allow Pop-up from this Site Message

Alternatively, if you have the 'pop-ups blocked' icon in the bottom right of the screen, click on the icon and select 'Add this site to the trusted URLs list'. If the problem persists contact pepsupport@plymouth.ac.uk

Figure 7 Pop-ups Blocked Icon

Figure 8 Add this site to the trusted URLs List Message

### 2.3.2 Forgotten Password

The PEP homepage contains a link for forgotten passwords. Click on the link and your password will automatically be sent to your registered email account. If this does not solve the problem, email pepsupport@plymouth.ac.uk from your registered email account including your full name; trust/independent sector and/or placement

name; learning community and details of any technical error message you may have received.

### 2.3.3 Any other issues

Any problems accessing this site should be reported to the Support team via the email address pepsupport@plymouth.ac.uk. Include your name, title, phone number, where you are accessing from (university or hospital site) and any error messages appearing. However, in the first instance please review the above common problems to see if this resolves the issue.

## 2.4 User Account Permissions

Your role within practice and placements dictates what user permissions you have, to access and edit information within the PEP. The two levels are:

- View only – Facilitators/Mentors/Educators
- Edit rights – In accordance with local Trust OR placement area policy

Only those users with editable rights can update profiles to reflect changes within their host, hospital or trust.

# 3 PEP Homepage & Menus Overview

On successful login to the PEP, the homepage appears. It consists of a menu bar, a search field, icon key and details of all practice profiles to which you are assigned. If you are associated with a number of PEPs, all will appear, but over a number of pages.

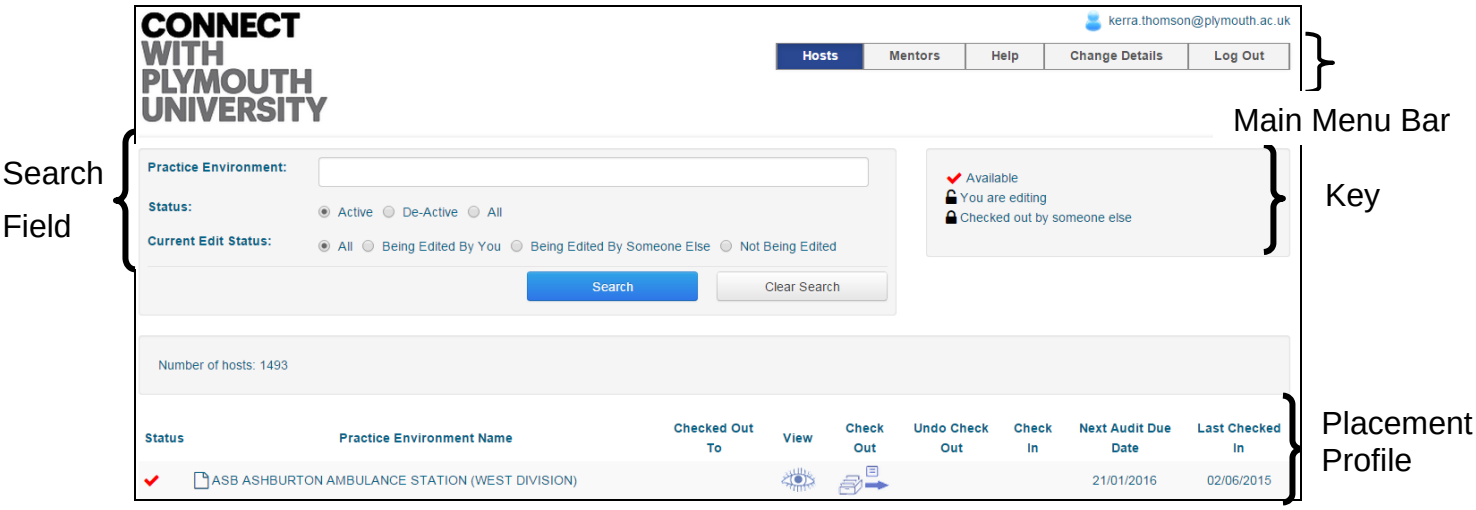



Figure 9 PEP Homepage

### 3.1 Search Field

This field is used to search for a particular practice profile to which you are assigned. There are a number of methods to enable the user to do so. This feature is not case sensitive and allows searches using full or part PEP names.

### 3.2 Main Menu Bar

#### 3.2.1 Hosts

This is the tab you are automatically directed to when you first log in to PEP. The Hosts tab lists all placements that you have access to, and from this screen you can view (and edit if you have edit rights permissions) your profiles.

#### 3.2.2 Mentors

Through this button you can:

- Search for mentors
- Add multiple PEP access to existing mentors
- Add new Mentors
- Edit existing mentor details

To find out more information about the Mentors button, please see Section 7 of this guide.

#### 3.2.3 Help

Clicking on the Help tab will open a new window to email the PEP Support team pepsupport@plymouth.ac.uk

#### 3.2.4 Change Details

Click here to change your user account password. You will then be prompted to insert your current and new password. There is no password policy. Your password is your choice, however, please ensure you keep it secure and do not share it with anyone. If you forget your password go to section 2.3.2 for details on how to request your password be sent to you.

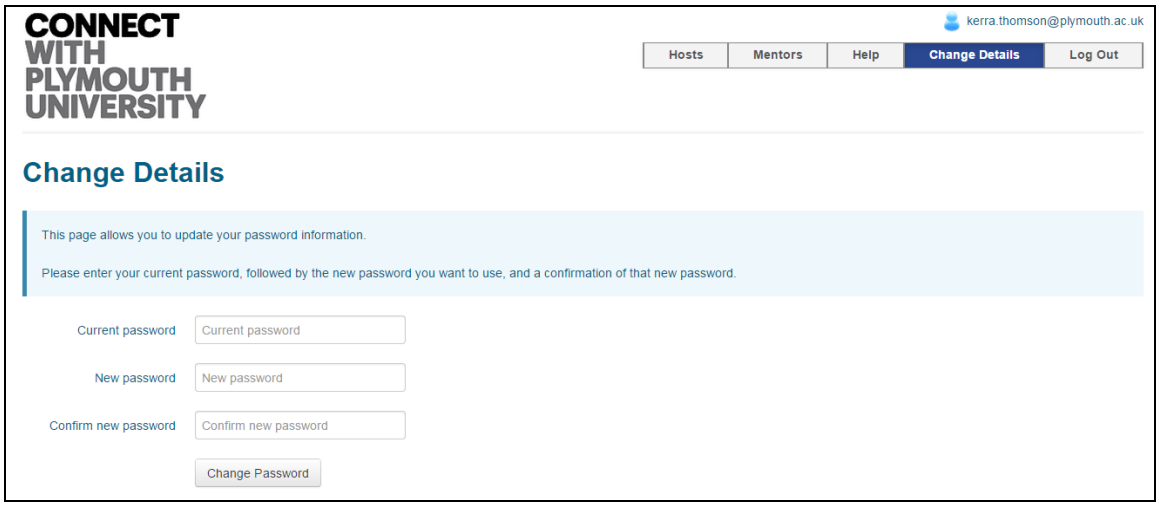



Figure 10 Change Details – Password

### 3.2.5 Log Out

Click here to log out of PEP and return to the login page.

## 3.3 Key

PEP available to you

PEP checked out to someone else, the name and email address of the user who has checkout out the PEP will appear in the Checked Out to column.

PEP is checked out to you. You can either continue working on entering information on to the PEP or Check In the PEP to make this available for other people.

View – if you see this icon you can View the current information in this PEP. If you do not see this icon you may already have the PEP Checkout Out. Some users may be set up to View PEPs only, in which case this is the only icon you will see.

Check out – look in the Check Out column if you see this icon you can click straight in it to go to the PEP.

Check In – when you have completed updating the PEP, using the Edit PEP and Save buttons you then press the Check In icon on the home page or from within the PEP to confirm your changes back to the database. Until you have completed this action the PEP will remain Checked Out to you.

Undo Check Out – Use this button if you would like to cancel your current session without saving any changes.

### 3.4 Placement Profiles

A breakdown of the PEP fields is as follows:

| | |
|---|---|
| **Status** | Shows whether the PEP is available. The key for the Status symbols always appears next to the search box. |
| **PEP** | Official ARC database name of the practice placement |
| **Checked Out To** | Indicates if a user is currently editing the PEP, and who they are |
| **View** | To look at the PEP in more detail |
| **Check Out** | Move the PEP offline to update or change it |
| **Undo Check Out** | Make PEP to available to all users without saving changes |
| **Check In** | Make PEP available to all users including saving changes |
| **Next Audit Due Date** | The date when the placement audit is due to be reviewed |
| **Last-Checked in** | The date when the PEP was last updated |

NB: Availability of the 'View', 'Check Out', 'Undo Check Out' and 'Check In' columns indicates what rights you have in accordance with your user account permissions, (i.e. whether you are a view only or editable user).

## 4 Step by Step Guide to VIEW Information

- Login to PEP (see section 2.2)
- Navigate to your PEP (section 3)
- Click on the View icon to go to the placement profile homepage (Figure 11 and 12)

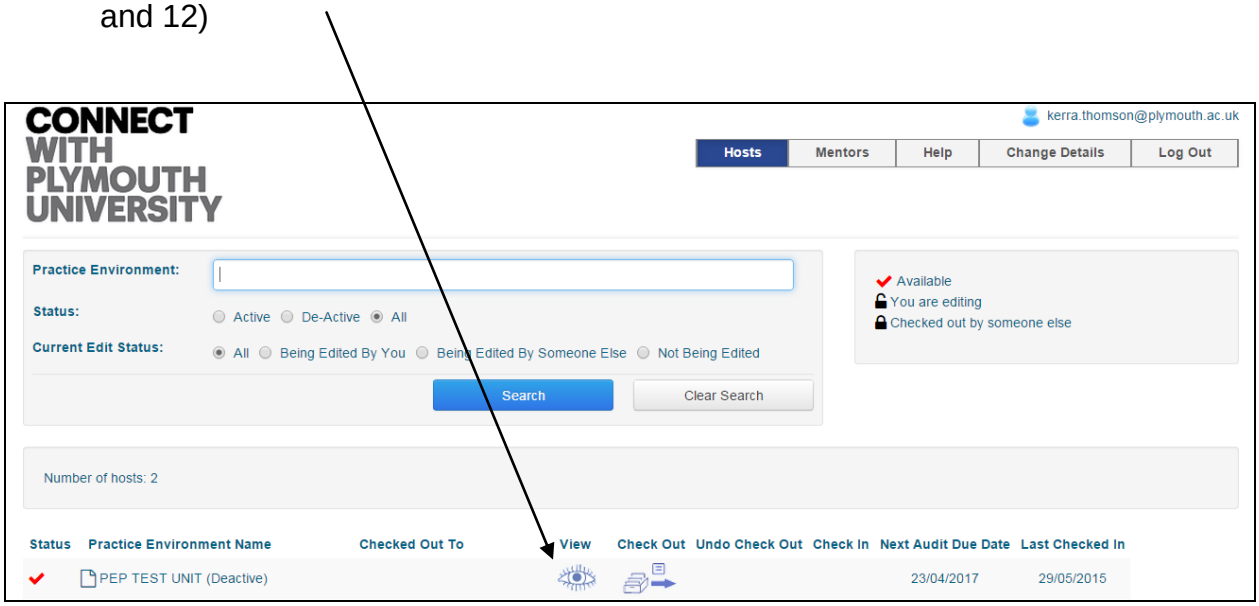



Figure 11 PEP Homepage

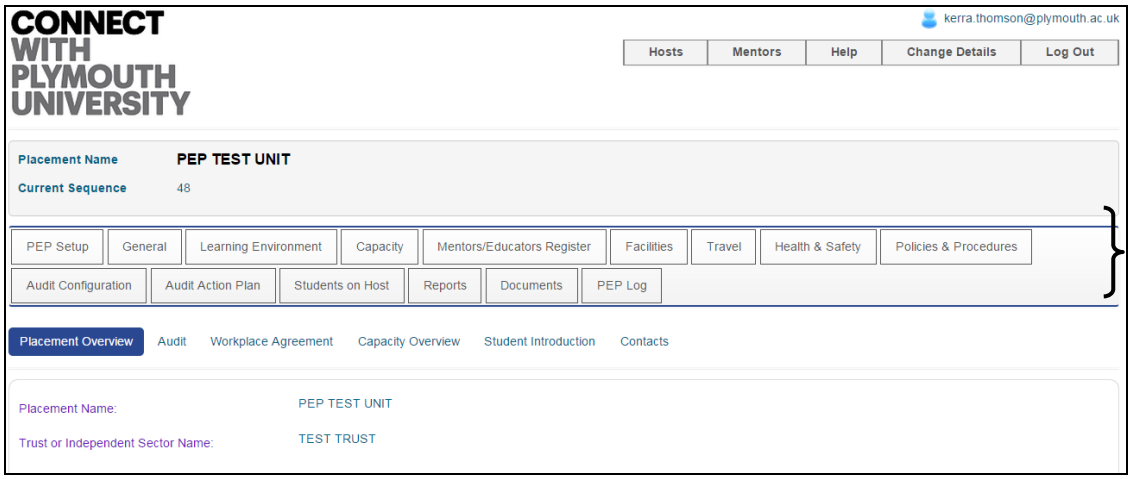



Figure 12 Profile Homepage

## 4.1 Profile Menu

The profile navigations menu provides information about each placement area. Key sections of this data are used to update the student's placement website (POW). Click on any button to navigate through it.

| | |
|---|---|
| **PEP Setup** | PEP guidance notes |
| **General** | Placement overview, audits, capacity, student introduction and contacts, dress code, working patterns, shift times |
| **Learning Environment** | Information for all students and individual programme about individual PEPs, learning experience, team profiles & type of care provided by the team |
| **Capacity** | Capacity information – the maximum capacity and also broken down by year and by programme |
| **Mentors/Educators Register** | Educators/Mentors linked to this area who are qualified to supervise students in placement ( in development for some Trusts) |
| **Facilities** | Information for students about the Library, Computing & Study Area, Canteen and Changing Facilities |
| **Travel** | Directions, public transport and parking |
| **Health and Safety** | Employers Liability, Public Liability |
| **Policies & Procedures** | Incidents/accidents, inoculation injuries, infection control, pregnancy, sickness and Equality & Diversity |
| **Audit Configuration** | Used by the audit team to cluster placements to come under one audit |
| **Audit Action Plan** | Shows any action plans on the audit and edit users can tick as completed and add notes |
| **Students on Host** | Provides the placement area to access student allocations to their area, with limited access to contact details for students |
| **Reports** | Provides the PEP user with the facility to prepare, print or export management reports on things such as PEP content, mentors, student evaluations and more. |
| **Documents** | Attach documents to the profile |
| **PEP Log** | Tracks the activity for each practice profile. It shows when each PEP was last updated, by whom and what action was taken. |

### 4.2 Colour Coding of Profile Information – Who can edit what?

Profile fields are colour coded to indicate who, and at what level, the information is populated and edited.

| | |
|---|---|
| **Purple** | Information taken from the ARC database. Trust and placement users must contact : pepsupport@plymouth.ac.uk to request any changes |
| **Green** | Generic information populated at Trust level from GEN XXX PEP templates (where XXX is your Trust name). On completion of changes to a GEN, notify pepsupport@plymouth.ac.uk to ensure the changes are populated across all PEPs within your Trust or placement area |
| **Blue** | Information can be amended by individual placement host areas, by the users with editable rights |

## 4.3 View Details of your Practice Environment Profile

Click on any of the options on the profile menu to view information on you practice profile: General, learning environment, capacity, mentors/educators register, facilities, travel, health & safety, policies & procedures, audit configuration, audit action plan, students on host, reports, documents, PEP log. For a full description of what each section contains see section 6.4. For full details of viewing students allocated to your placement area, see section 4.4. You may need to scroll down the screen to see all information.

## 4.4 View Students on Placement

- Click on the 'Students on Host' button on the profile menu
- Enter the dates that you wish to search for students within your placement area, ensure that you click on the dates (Figure 13) and
- Click on 'Show Students' to display a list of the students allocated to your placement area (Figure 14). For a printable copy, run a report (see section 5)

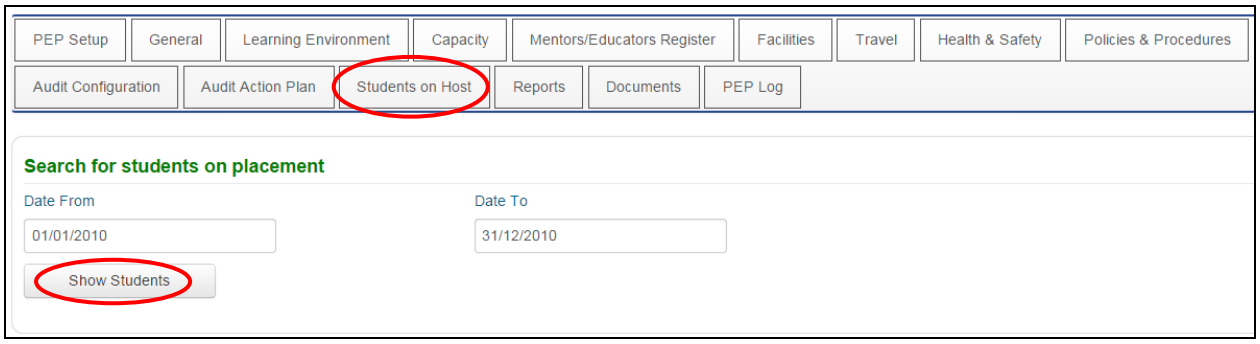



Figure 13 Students on Placement - Date Selection

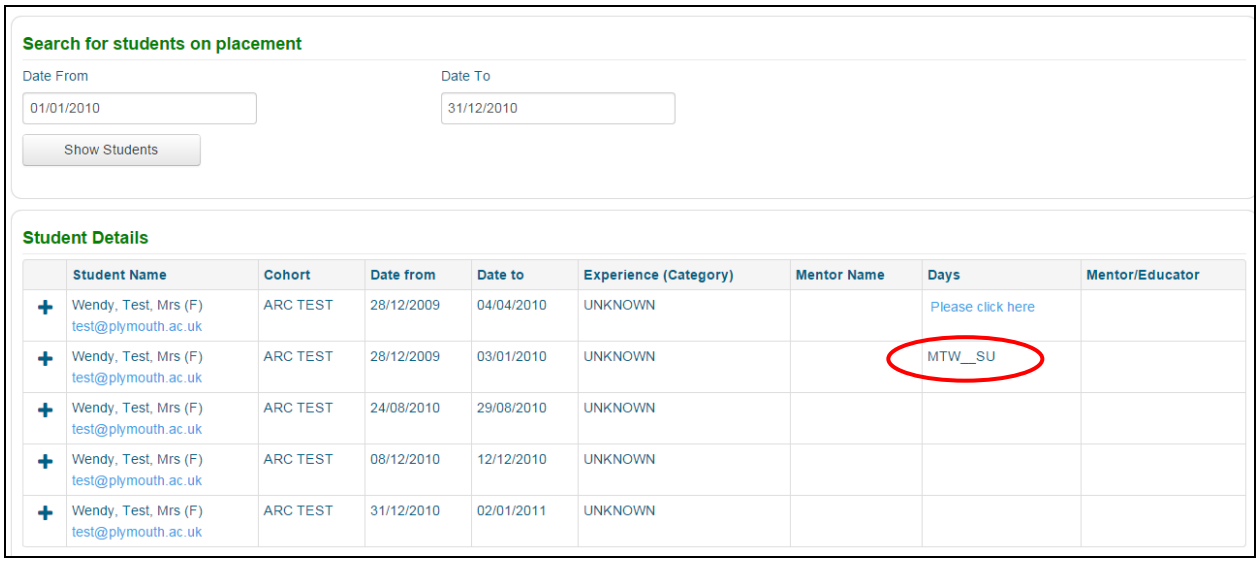



Figure 14 Student on Placement Listing

| | | | |
|---|---|---|---|
| M – Monday | T – Tuesday | W – Wednesday | H – Thursday |
| F – Friday | S – Saturday | U - Sunday | |

These are the days the student is rosterable as shown in Figure 14

# 5 Reports

## 5.1 Introduction

Reports provide a variety of management information and print outs of fields within each PEP.

- Click on the 'Reports' button on the profile navigation menu
- Choose report source by selecting one of the four options on the screen. It is recommended you click either:
  - 'Run report for selected PEP' - for only one PEP
  - 'Run report for all user's PEPs' - for information on all PEPs you are assigned to
- Scroll down and click on the report name you require. A new window will open and from there you can view or print the report or export it to MS Word or Excel (ensure Pop Up blockers are turned off).

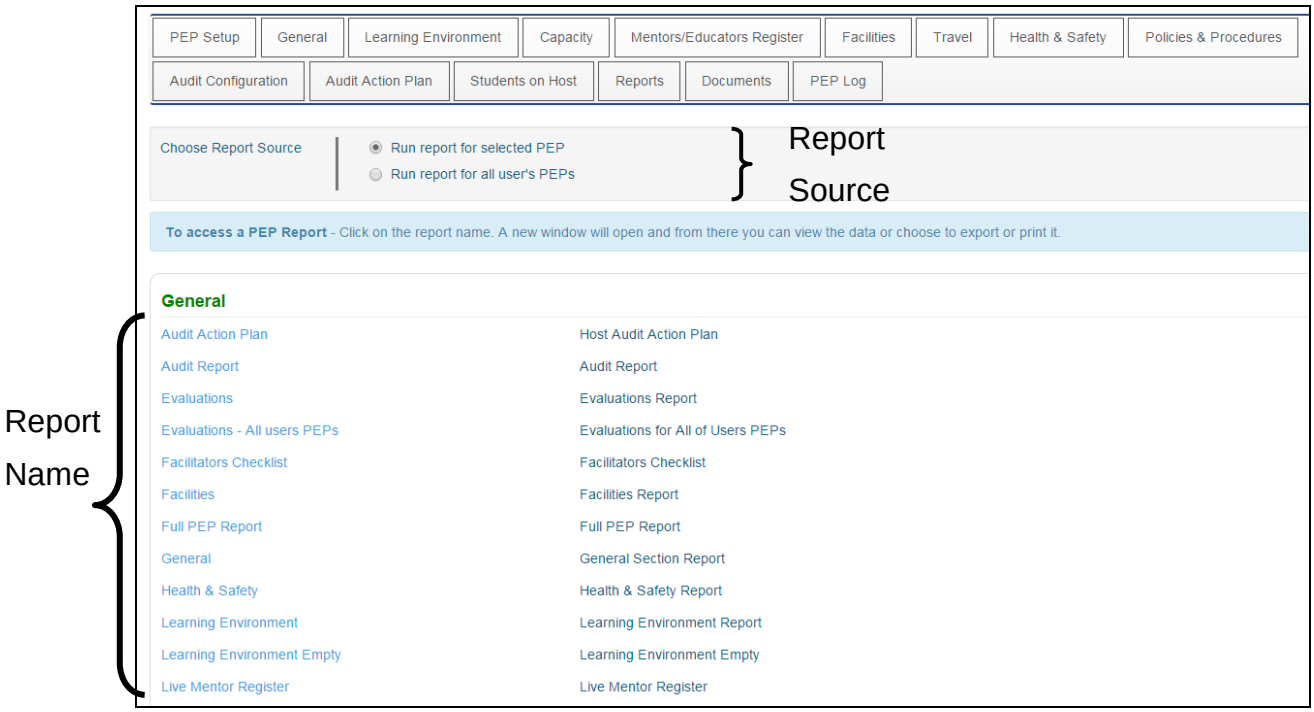



**Figure 15 Reports Page**

- Depending on the type of report you're running you may be asked to select a date range as shown in Figure 16.

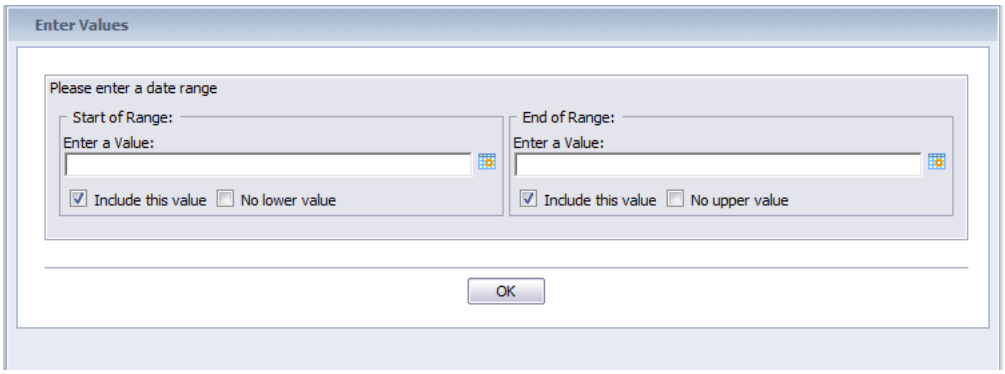



Figure 16 Date Values for Report

## 5.2 Reports Available

The reports currently available via PEP are listed below. If there are any other reports that you would find useful and would like added, please email pepsupport@plymouth.ac.uk to request a new report.

- Audit Action Plan
- Audit Report
- Evaluations
- Evaluations – all users PEPs
- Facilitators Checklist
- Facilities
- Full PEP Report
- General
- Health & Safety
- Learning Environment
- Learning Environment Empty
- Live Mentor Register
- Mentor / Educator Full List – Excel
- Out of Date Mentors
- Sign Off Mentor List
- Students on Host
- Travel
- Trust Information

- Equality & Diversity
- Incidents / Accidents
- Infection Control
- Inoculation Injuries
- Pregnancy
- Sickness

## 5.3 Exporting a Report to other formats (e.g. MS Word or Excel)

- Click on the Export button (Figure 17) to go to the export page (Figure 18).

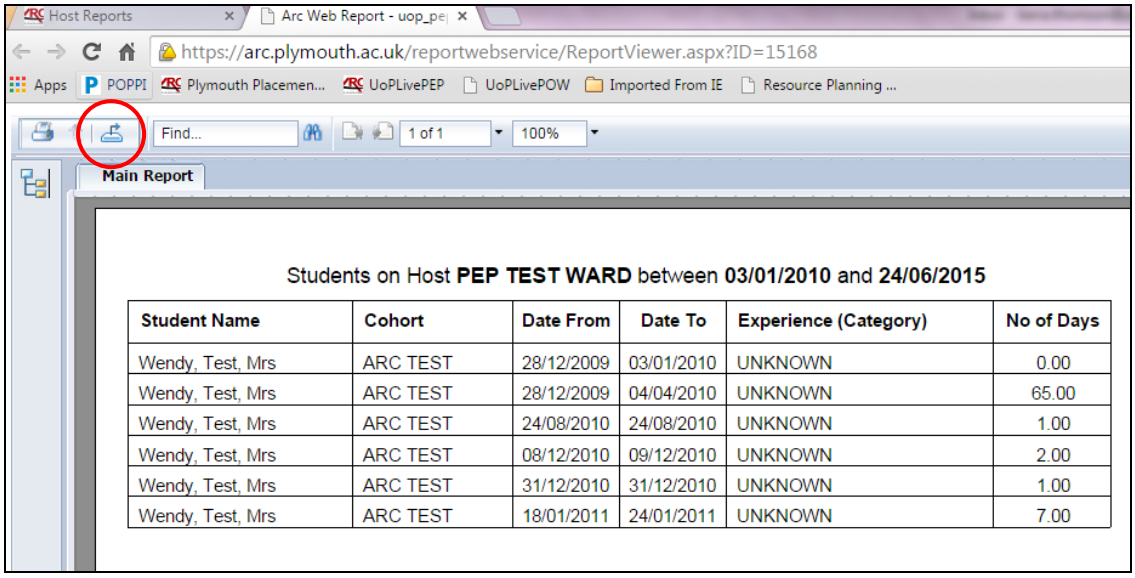

Host Reports
Arc Web Report - uop_pe
https://arc.plymouth.ac.uk/reportwebservice/ReportViewer.aspx?ID=15168
Apps
POPPI
Plymouth Placemen...
UoPLivePEP
UoPLivePOW
Imported From IE
Resource Planning ...
Find...
1 of 1
100%
Main Report
Students on Host PEP TEST WARD between 03/01/2010 and 24/06/2015
Student Name | Cohort | Date From | Date To | Experience (Category) | No of Days
Wendy, Test, Mrs | ARC TEST | 28/12/2009 | 03/01/2010 | UNKNOWN | 0.00
Wendy, Test, Mrs | ARC TEST | 28/12/2009 | 04/04/2010 | UNKNOWN | 65.00
Wendy, Test, Mrs | ARC TEST | 24/08/2010 | 24/08/2010 | UNKNOWN | 1.00
Wendy, Test, Mrs | ARC TEST | 08/12/2010 | 09/12/2010 | UNKNOWN | 2.00
Wendy, Test, Mrs | ARC TEST | 31/12/2010 | 31/12/2010 | UNKNOWN | 1.00
Wendy, Test, Mrs | ARC TEST | 18/01/2011 | 24/01/2011 | UNKNOWN | 7.00

Figure 17 Export Button

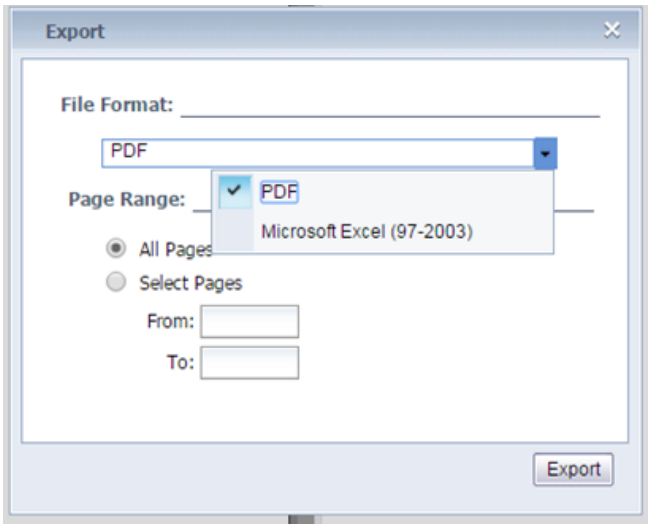
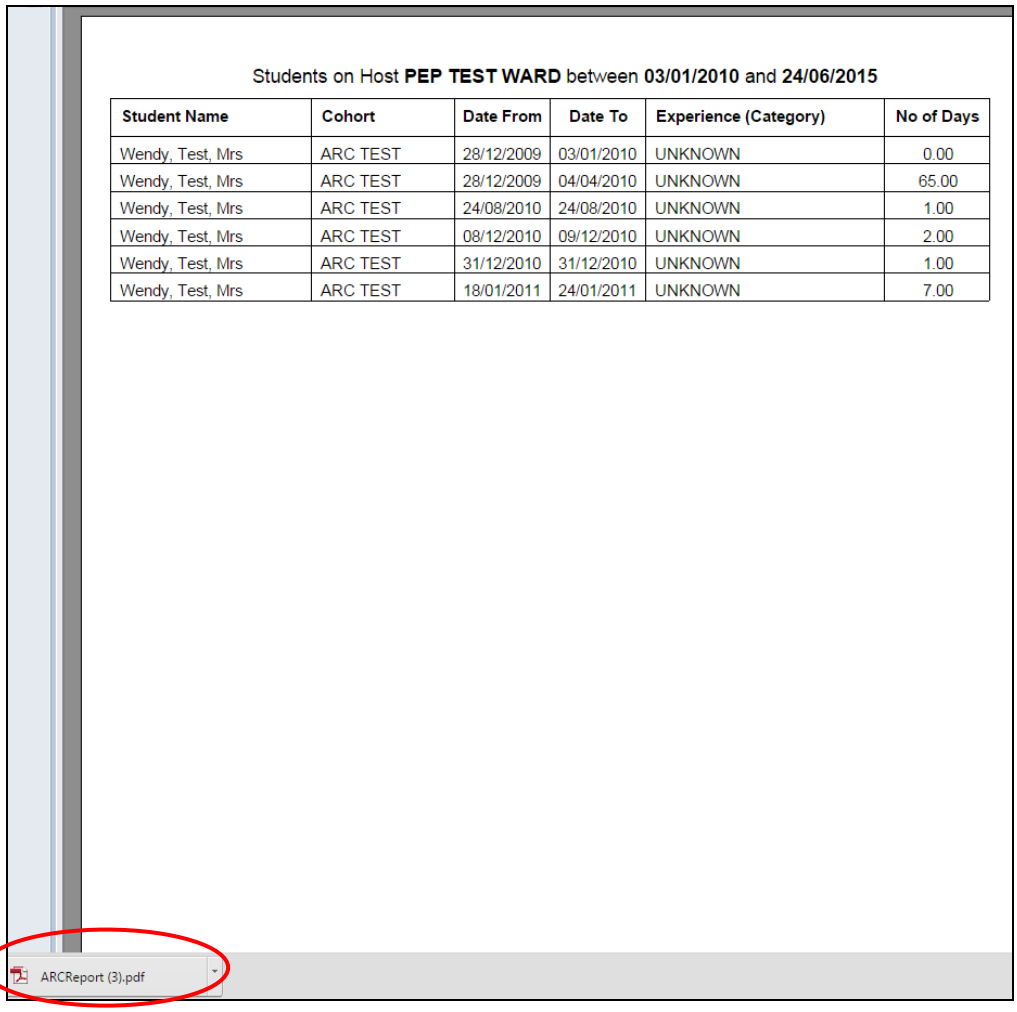



Figure 18 Export Format Selection

- Select which format you wish to export the report to by clicking on the title to highlight it and click on Export (Figure 18)

- Your report will automatically appear on your screen in your chosen format (Figure 18). If you are using the Google Chrome web browser your report will appear at the bottom of your screen (Figure 19).



Students on Host **PEP TEST WARD** between **03/01/2010** and **24/06/2015**

| Student Name | Cohort | Date From | Date To | Experience (Category) | No of Days |
|---|---|---|---|---|---|
| Wendy, Test, Mrs | ARC TEST | 28/12/2009 | 03/01/2010 | UNKNOWN | 0.00 |
| Wendy, Test, Mrs | ARC TEST | 28/12/2009 | 04/04/2010 | UNKNOWN | 65.00 |
| Wendy, Test, Mrs | ARC TEST | 24/08/2010 | 24/08/2010 | UNKNOWN | 1.00 |
| Wendy, Test, Mrs | ARC TEST | 08/12/2010 | 09/12/2010 | UNKNOWN | 2.00 |
| Wendy, Test, Mrs | ARC TEST | 31/12/2010 | 31/12/2010 | UNKNOWN | 1.00 |
| Wendy, Test, Mrs | ARC TEST | 18/01/2011 | 24/01/2011 | UNKNOWN | 7.00 |



Figure 19 Example of Exported Report in Google Chrome

## 5.4 User with Access to Multiple PEPs

Some users will have access to several PEPs, for organisational reasons. Ordinarily the reporting function defaults to run a report for the PEP you are viewing. You can run a report which will display information from all of the PEPs which a user has access to.

- To do this change the default radio button setting from

  “Run report for selected PEP”

  to

  “Run report all user’s PEPs” as shown below

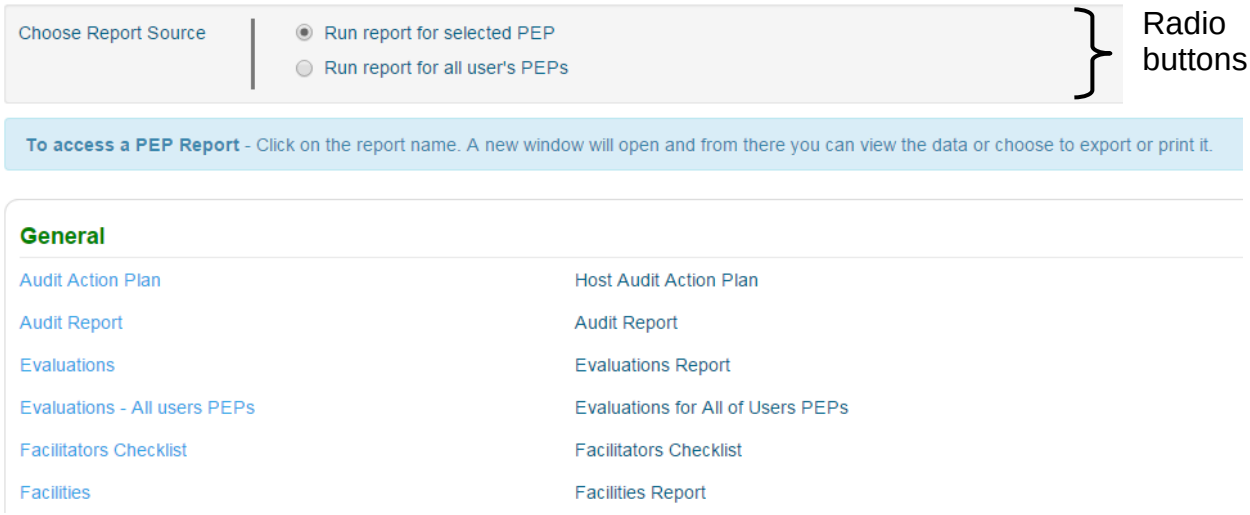

Choose Report Source
Run report for selected PEP
Run report for all user's PEPs
Radio buttons
To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.
General
Audit Action Plan
Host Audit Action Plan
Audit Report
Audit Report
Evaluations
Evaluations Report
Evaluations - All users PEPs
Evaluations for All of Users PEPs
Facilitators Checklist
Facilitators Checklist
Facilities
Facilities Report

**Figure 20 Radio button selection for reports**

This function may be useful when running the reports such as “Students on Host” report (this will show students on host for all placements you have access to), “Live Mentor Register” (this will show live mentors for all your PEPs) and “Audit Action Plan” (this will show all audit action plans for your PEPs).

# 6 Step-by-Step Guide to EDIT Information

- Login to PEP (see section 2.2)
- Navigate to your PEP (see section 3)
- Click on the ‘Check Out’ Icon (Figure 21) to amend the profile. This will take you to the profile homepage (Figure 22).

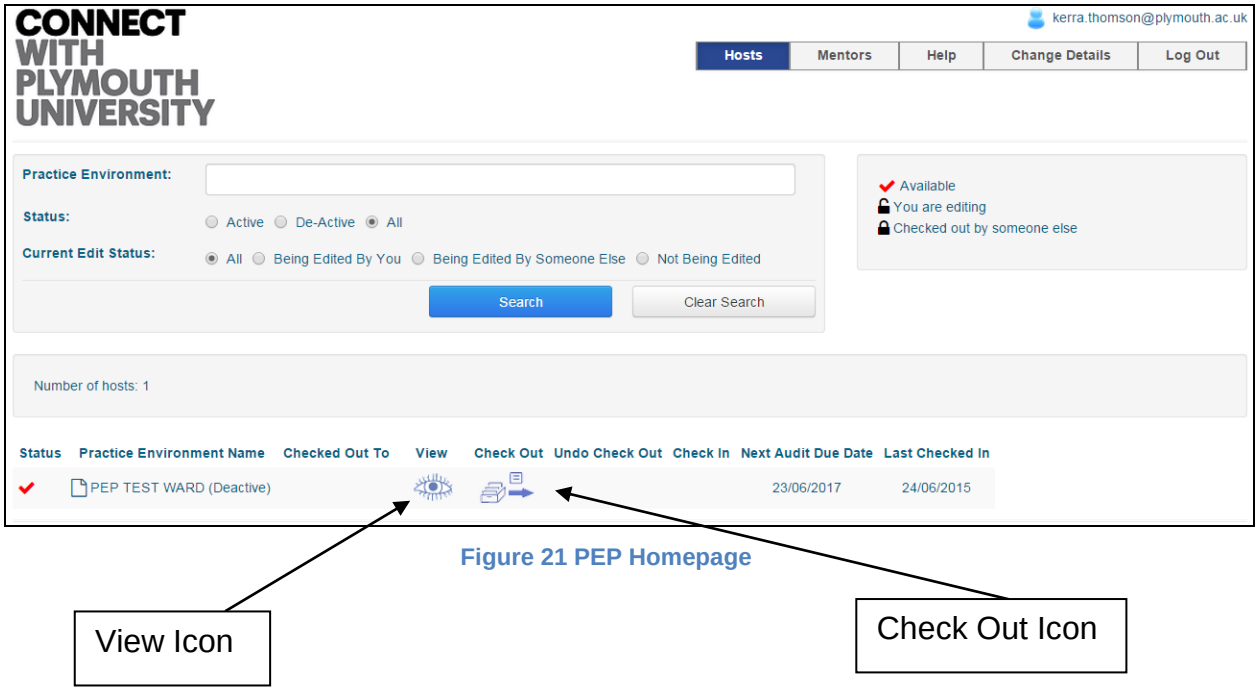



Figure 21 PEP Homepage

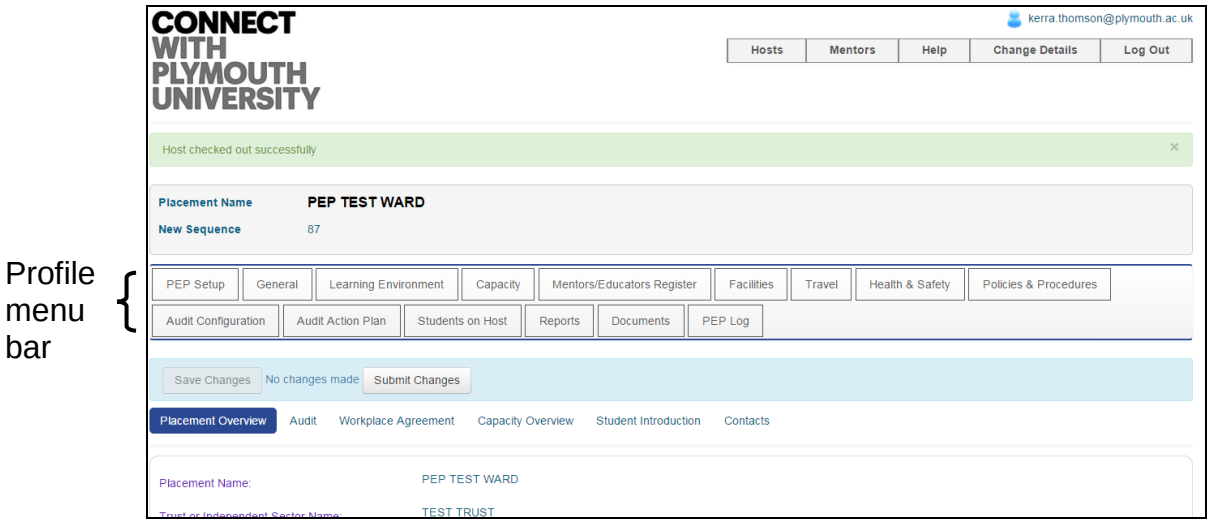



Figure 22 Profile Homepage

## 6.1 Profile Menu

The Profile menu bar (Figure 22) provides links to key sections within the placement. This data is visible to students via the Placements website (POW). Click on any button to navigate through it.

| | |
|---|---|
| **PEP Setup** | PEP guidance notes |
| **General** | Placement overview, audits, capacity, student introduction and contacts, dress code, working patterns, shift times |
| **Learning Environment** | Information for all students and individual programme about individual PEPs, learning experience, team profiles & type of care provided by the team |
| **Capacity** | Capacity information – the maximum capacity and also broken down by year and by programme |
| **Mentors/Educators Register** | Educators/Mentors linked to this area who are qualified to supervise students in placement ( in development for some Trusts) |
| **Facilities** | Information for students about the Library, Computing & Study Area, Canteen and Changing Facilities |
| **Travel** | Directions, public transport and parking |
| **Health and Safety** | Employers Liability, Public Liability |
| **Policies & Procedures** | Incidents/accidents, inoculation injuries, infection control, pregnancy, sickness and Equality & Diversity |
| **Audit Configuration** | Used by the audit team to cluster placements to come under one audit |
| **Audit Action Plan** | Shows any action plans on the audit and edit users can tick as completed and add notes |
| **Students on Host** | Provides the placement area to access student allocations to their area, with limited access to contact details for students |
| **Reports** | Provides the PEP user with the facility to prepare, print or export management reports on things such as PEP content, mentors, student evaluations and more. |
| **Documents** | Attach documents to the profile |
| **PEP Log** | Tracks the activity for each practice profile. It shows when each PEP was last updated, by whom and what action was taken. |

## 6.2 Colour Coding of Profile Information

Profile fields are colour coded to indicate who, and at what level, the information is populated and edited.

| | |
|---|---|
| **Purple** | Information taken from the ARC database. Trust and placement users must contact : pepsupport@plymouth.ac.uk to request any changes |
| **Green** | Generic information populated at Trust level from GEN XXX PEP templates (where XXX is your Trust name. On completion of changes to a GEN, notify pepsupport@plymouth.ac.uk to ensure the changes are populated across all PEPs within your Trust or placement area |

| | |
|---|---|
| **Blue** | Information can be amended by individual placement host areas, by a user with editable rights |

### 6.3 Generic PEPs

Placements prefixed with GEN are generic PEPs. These PEPs allow you to enter data at a Trust or Hospital level, i.e. policies/procedures which are applicable across the whole Trust. Meaning you only need enter this information once, e.g.

| | |
|---|---|
| GEN PLYMOUTH HOSPITALS NHS TRUST | In this example you can enter data on the PEP which is applicable to any placement areas within Plymouth Hospitals i.e. policies, procedures, health and safety information. |

**PDT leads have permission to edit GEN PEPs.**

If you have the right to Check In a placement area, you may see the Check In icon here, regardless of whether it is you that has Checked Out the PEP.

### 6.4 Editing the PEP

- 'Check Out' the PEP and you are now ready to edit.

The website has a **timeout setting**. If there is inactivity for 30 minutes you will be **automatically logged out** and have to **start again**! Therefore, whilst editing your PEP, make sure you **regularly save the information** so you **do not lose any data**. *TOP TIP – In practice you may find it easier to copy information from a Word document and copy it into PEP!*

- Go through ALL sections, and sub-sections, of the PEP filling in as much information as possible. Please check the quality of your information to ensure that all sections are accurate, in particular those fields aimed at students on placement, avoiding abbreviations
- Click on SAVE CHANGES regularly
- When complete, click on the Submit Changes button to check this PEP back in

If you have any technical problems or feedback email pepsupport@plymouth.ac.uk stating your name and/or the host manager's name, practice area, telephone number/s for contact and any technical error messages.

### 6.4.1 General

This section holds general information on the Placement area, including:

| | |
|---|---|
| **Placement Overview** | General information |
| **Audit** | When the next audit is due |
| **Workplace Agreement** | Date the WPA was signed |
| **Capacity Overview** | Maximum No. of students hosted by the placement area |
| **Student Introduction** | Welcome letter from the Trust or organisation |
| **Contacts** | Placement and university contacts |

It is important to note that some of these fields (coloured purple), i.e. name, contact details and category are populated from the ARC database. These areas are not editable through the PEP site. If you wish to amend this information, email pepsupport@plymouth.ac.uk.

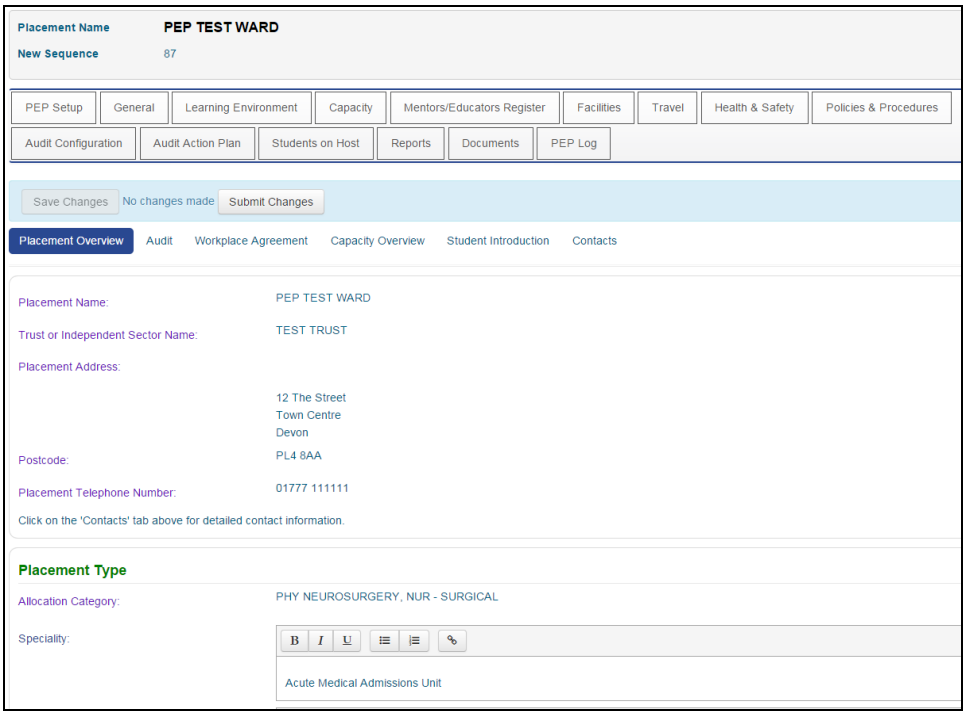



Figure 23 General Placement Overview

### 6.4.2 Learning Environment

This section contains information specific to the placement, including an introductory letter to all students, and specific information for particular disciplines.

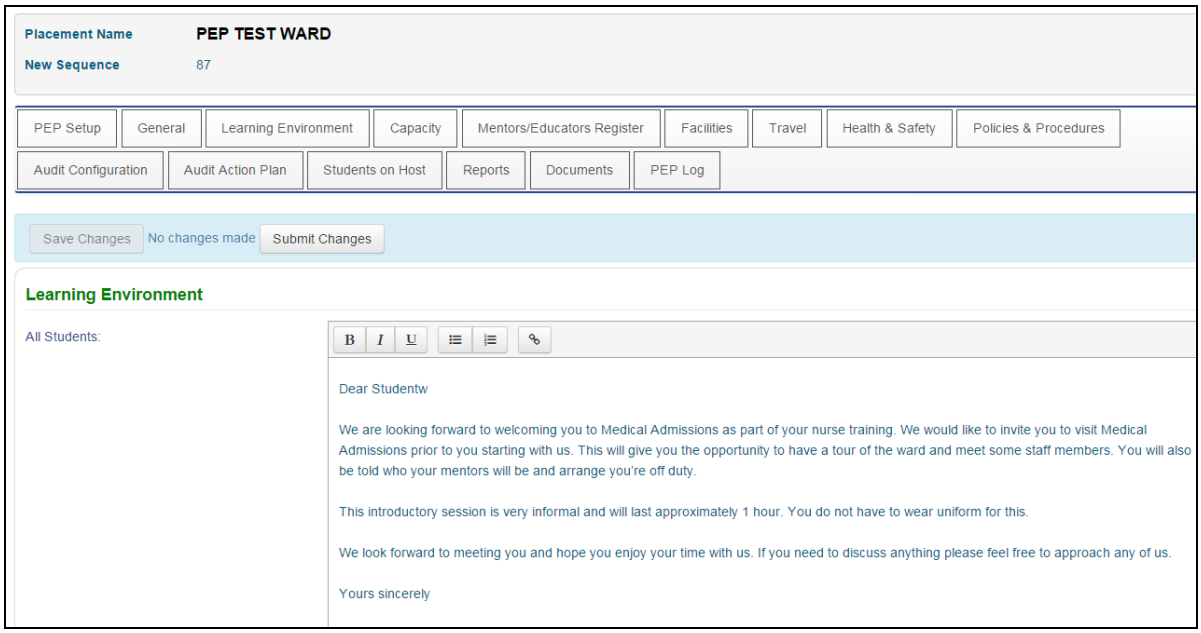

Placement Name
PEP TEST WARD
New Sequence
87
PEP Setup
General
Learning Environment
Capacity
Mentors/Educators Register
Facilities
Travel
Health & Safety
Policies & Procedures
Audit Configuration
Audit Action Plan
Students on Host
Reports
Documents
PEP Log
Save Changes
No changes made
Submit Changes
Learning Environment
All Students:
Dear Studentw
We are looking forward to welcoming you to Medical Admissions as part of your nurse training. We would like to invite you to visit Medical Admissions prior to you starting with us. This will give you the opportunity to have a tour of the ward and meet some staff members. You will also be told who your mentors will be and arrange you're off duty.
This introductory session is very informal and will last approximately 1 hour. You do not have to wear uniform for this.
We look forward to meeting you and hope you enjoy your time with us. If you need to discuss anything please feel free to approach any of us.
Yours sincerely

Figure 24 Learning Environment

### 6.4.3 Capacity

This section provides specific information regarding the system capacity for the placement. This includes the overall total maximum students for this host number (which is 4 in the example below). This number will then split to show the different combinations of students this can be made of e.g. 2 Mental Health Nurses and 2 Paramedicine students. Capacity can only be amended by PEP Support with authorisation from the PDT Lead.

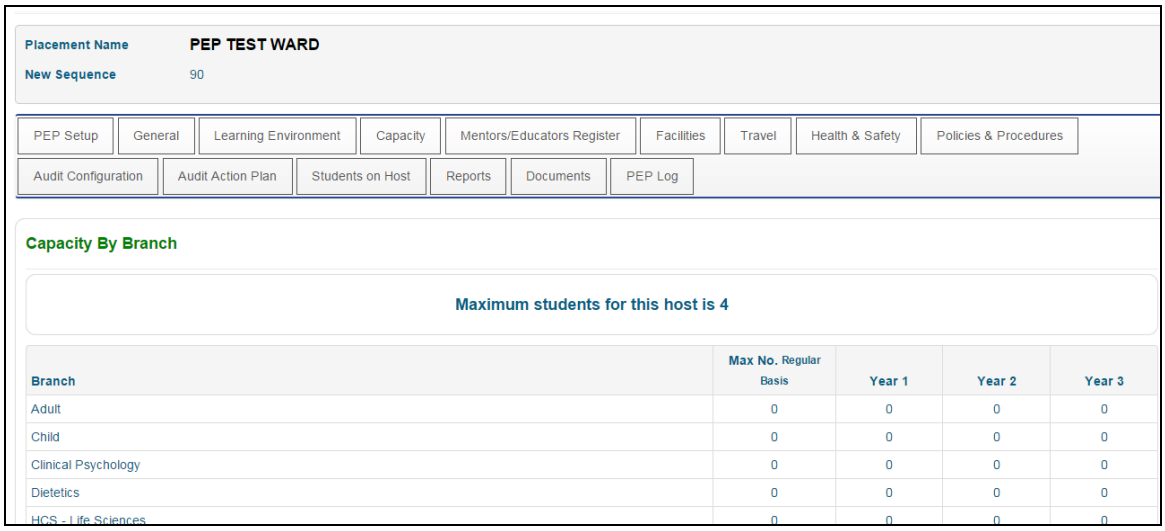



Figure 25 Capacity

### 6.4.4 Mentors / Educators Register

This section allows you to see mentors linked to a specific PEP. The screen automatically shows all active mentors with an in date triennial review and mentor update.

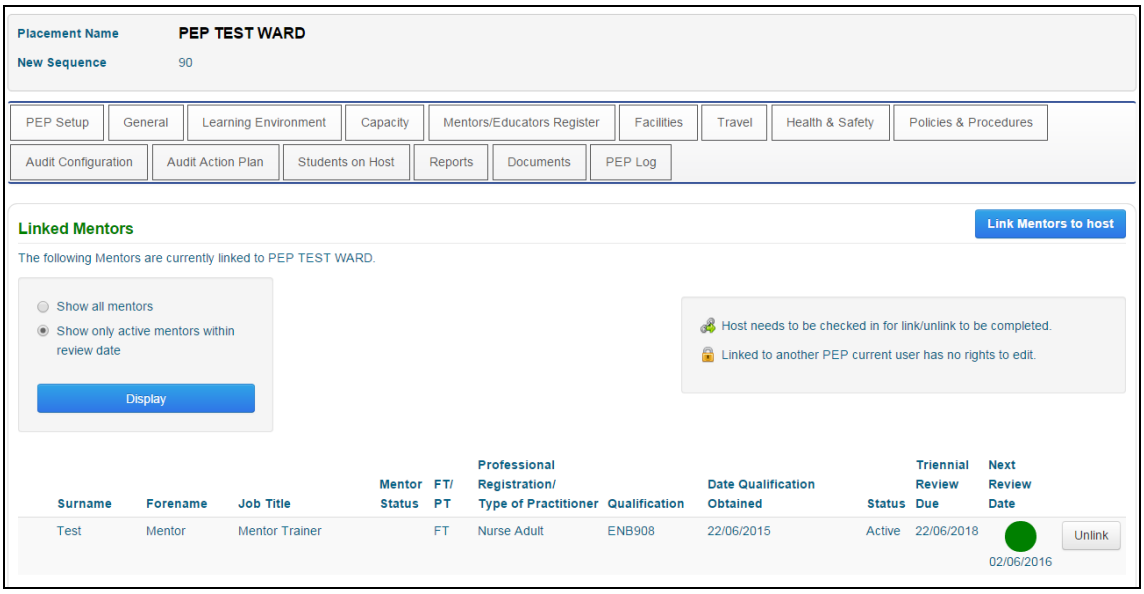



Figure 26 Active Mentors with in date Triennial Review and Mentor Update

If you want to see all mentors linked to the host (active and deactive), change the radio button to 'Show all mentors' and then Display as shown in Figure 27.

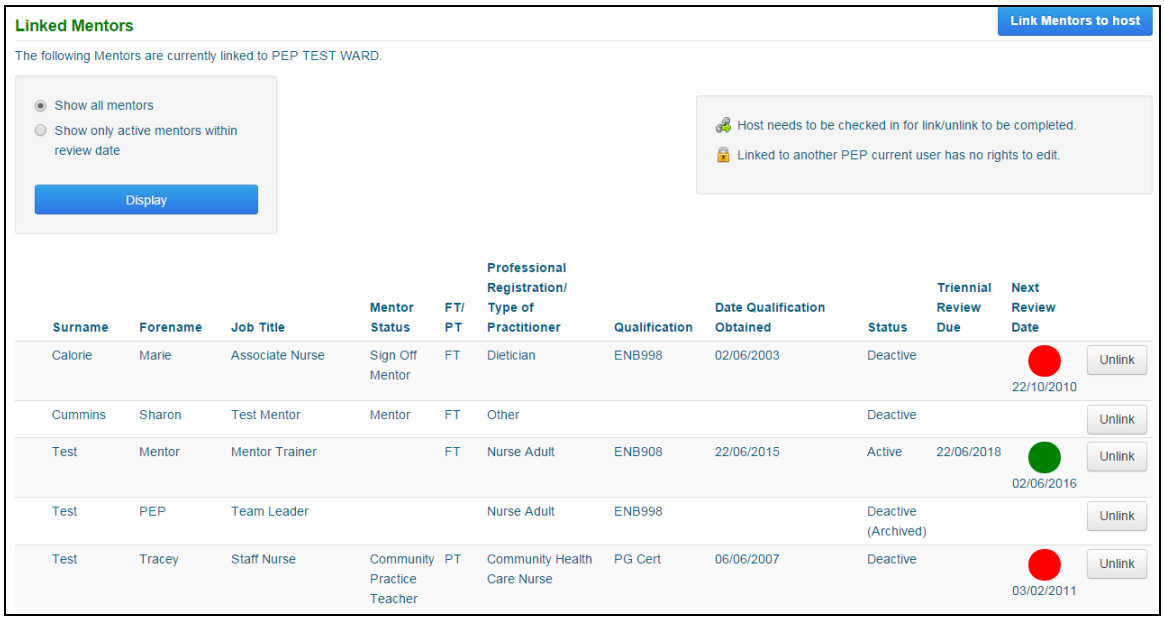



Figure 27 Show All Mentors

To add, amend or remove mentors, please see Section 7.

### 6.4.5 Facilities

This section provides the user with a profile of the Facilities available to staff and students at this placement, e.g. library, computing & study areas, canteen and changing facilities. This is information may be applicable to the whole Trust. Therefore, it may be populated using the Generic PEP profile, i.e. GEN PLYMOUTH HOSPITALS NHS TRUST.

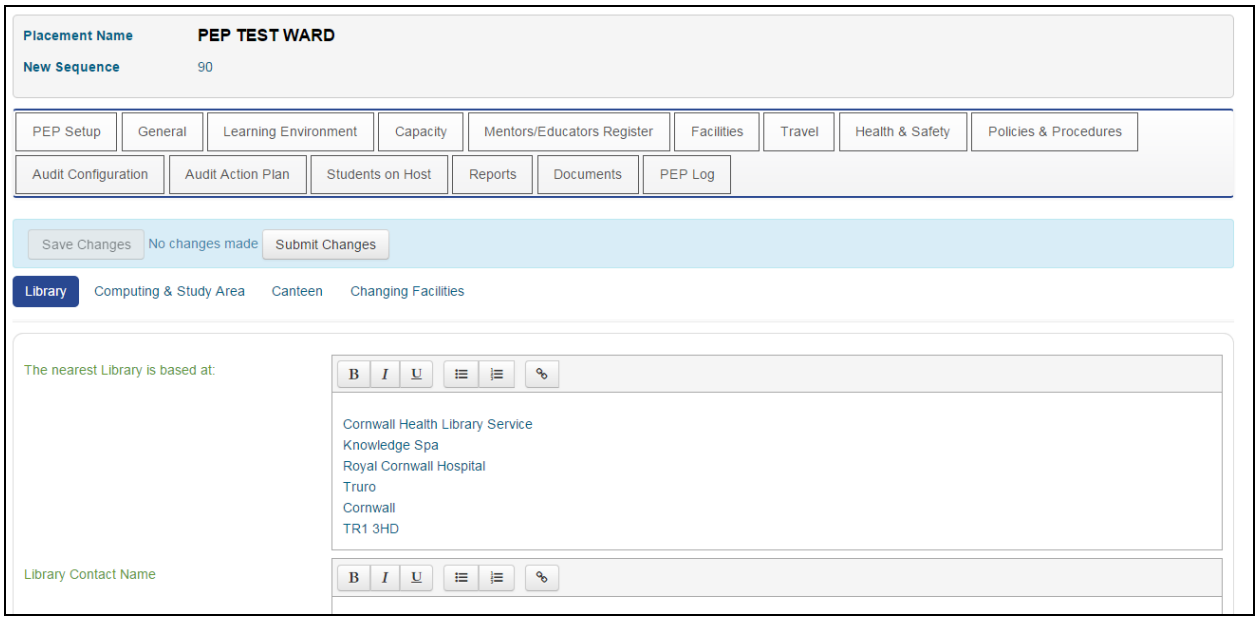



Figure 28 Facilities

### 6.4.6 Travel

The Travel section may contain information that is Trust/Hospital wide so the Generic PEP model may be used here. For the Generic Trust PEP enter the information into the GEN PLYMOUTH HOSPITALS NHS TRUST for example.

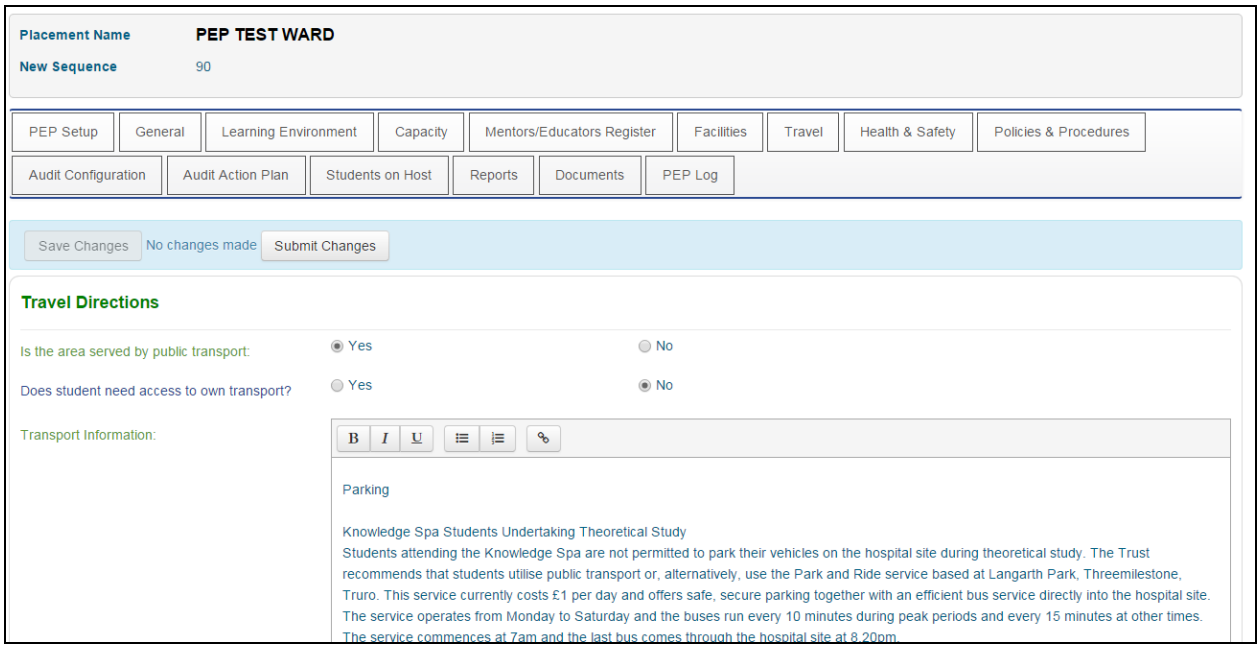

Placement Name
PEP TEST WARD
New Sequence
90
PEP Setup
General
Learning Environment
Capacity
Mentors/Educators Register
Facilities
Travel
Health & Safety
Policies & Procedures
Audit Configuration
Audit Action Plan
Students on Host
Reports
Documents
PEP Log
Save Changes
No changes made
Submit Changes
Travel Directions
Is the area served by public transport:
Yes
No
Does student need access to own transport?
Yes
No
Transport Information:
Parking
Knowledge Spa Students Undertaking Theoretical Study
Students attending the Knowledge Spa are not permitted to park their vehicles on the hospital site during theoretical study. The Trust recommends that students utilise public transport or, alternatively, use the Park and Ride service based at Langarth Park, Threemilestone, Truro. This service currently costs £1 per day and offers safe, secure parking together with an efficient bus service directly into the hospital site. The service operates from Monday to Saturday and the buses run every 10 minutes during peak periods and every 15 minutes at other times. The service commences at 7am and the last bus comes through the hospital site at 8.20pm.

Figure 29 Travel

### 6.4.7 Health & Safety

This section contains employer and public liability insurance details. It may be populated using the Generic PEP profile, i.e. GEN PLYMOUTH HOSPITALS NHS TRUST. Information held in any of the Generic PEPs could be added to, or overwritten by, the Placement level if appropriate.

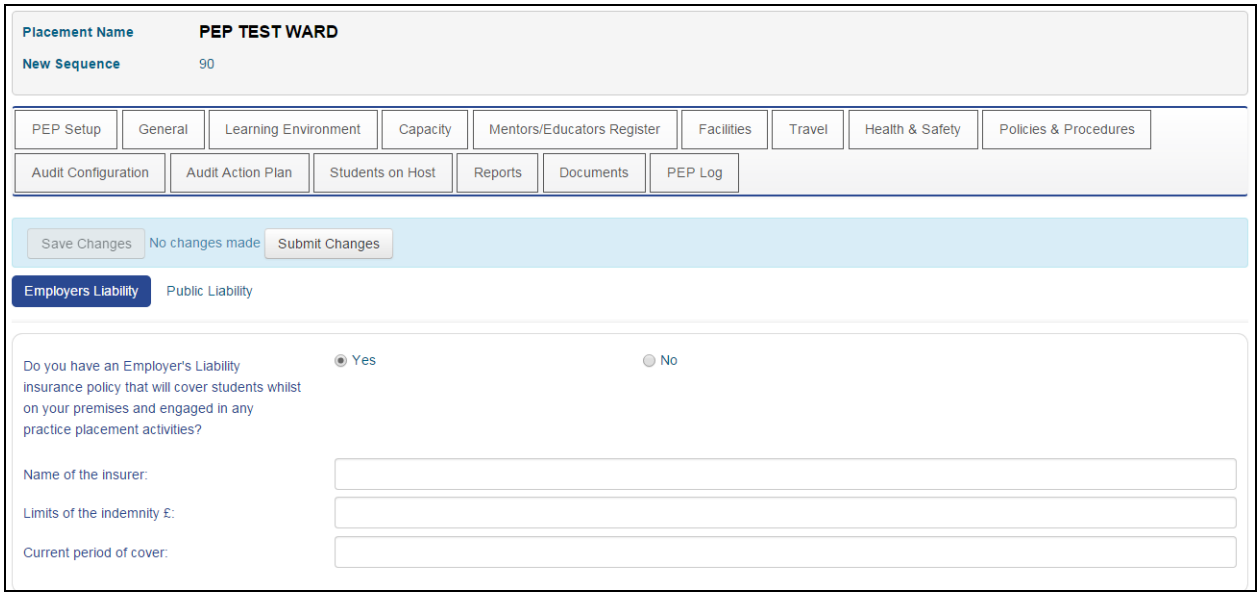



Figure 30 Health & Safety

### 6.4.8 Policies & Procedures

This section may also contain information that is Trust/Hospital wide, so the Generic PEP model could be used here. Information held in any of the Generic PEPs could be added to, or overwritten by, the Placement level if appropriate.

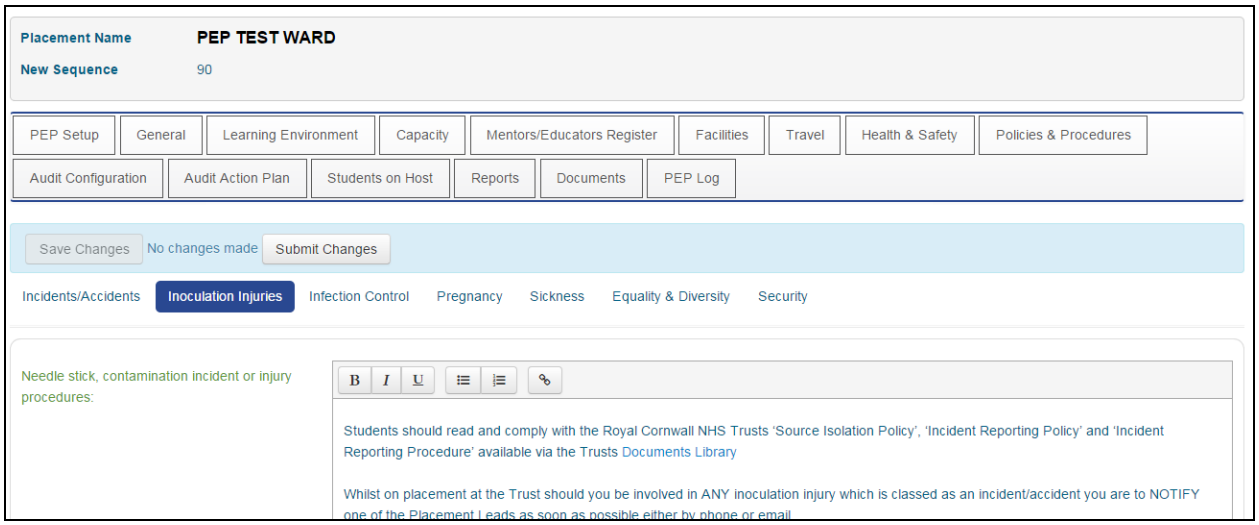



Figure 31 Policies & Procedures

### 6.4.9 Audit Configuration

This section is used by our Audit Team to organise cluster groups for placement audit.

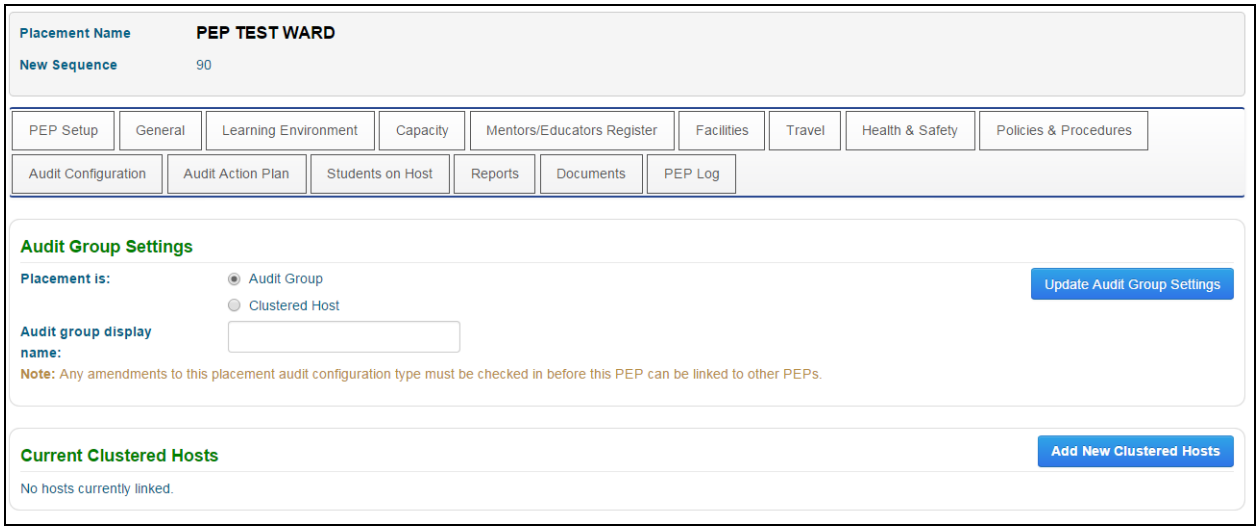



Figure 32 Audit Configuration

### 6.4.10 Audit Action Plan

This section shows the audit plans. The default radio button is to show uncompleted actions only. If you amend this you can see all actions and when they were completed (see Figure 33).

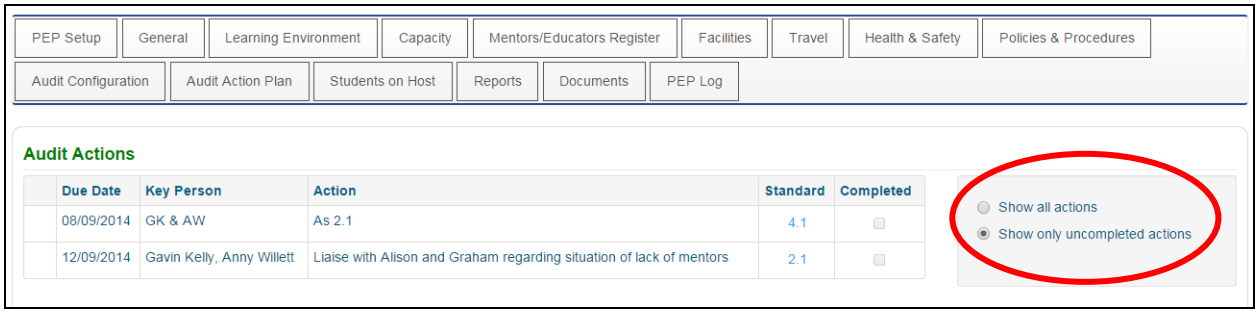



Figure 33 Audit Action Plan

### 6.4.11 Students on Host

This section shows the students on host for the given date sections.

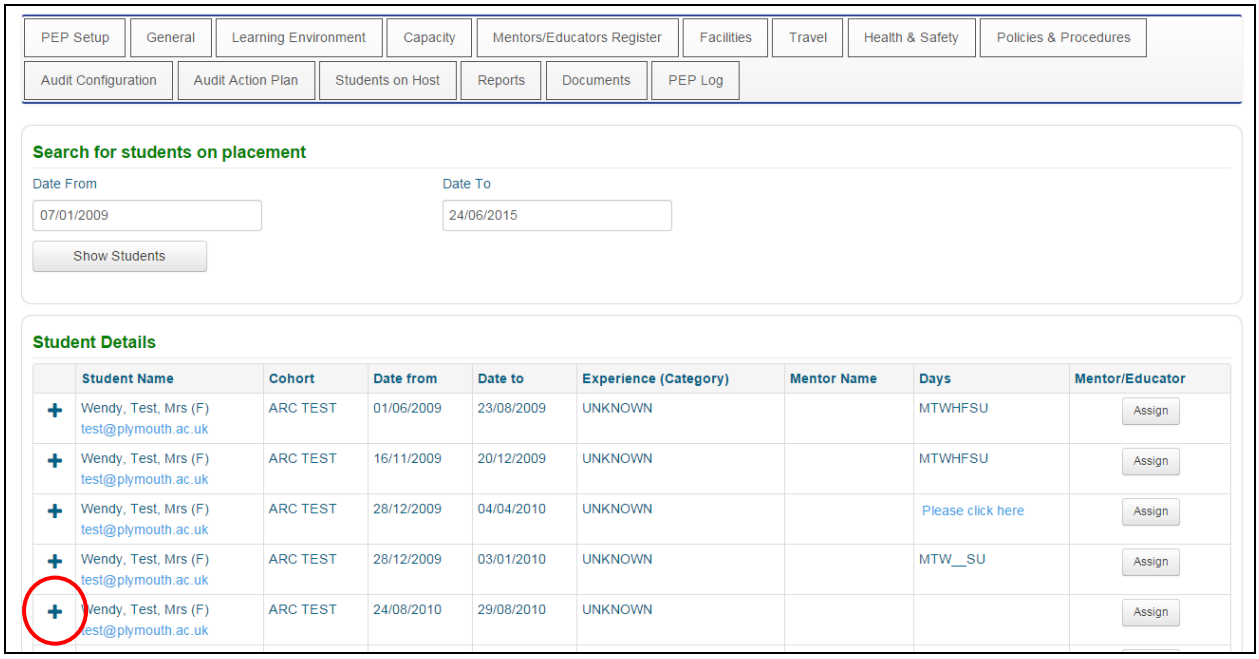



Figure 34 Students on Host

To find out more about your student, click on the + button next to their name (as circled in Figure 34). This will show you any Occupational Health recommendations for the student, as well as the mandatory training that they have undertaken through the university.

### 6.4.12 Reports

See section 5 for more information about the reports available and how to run them.

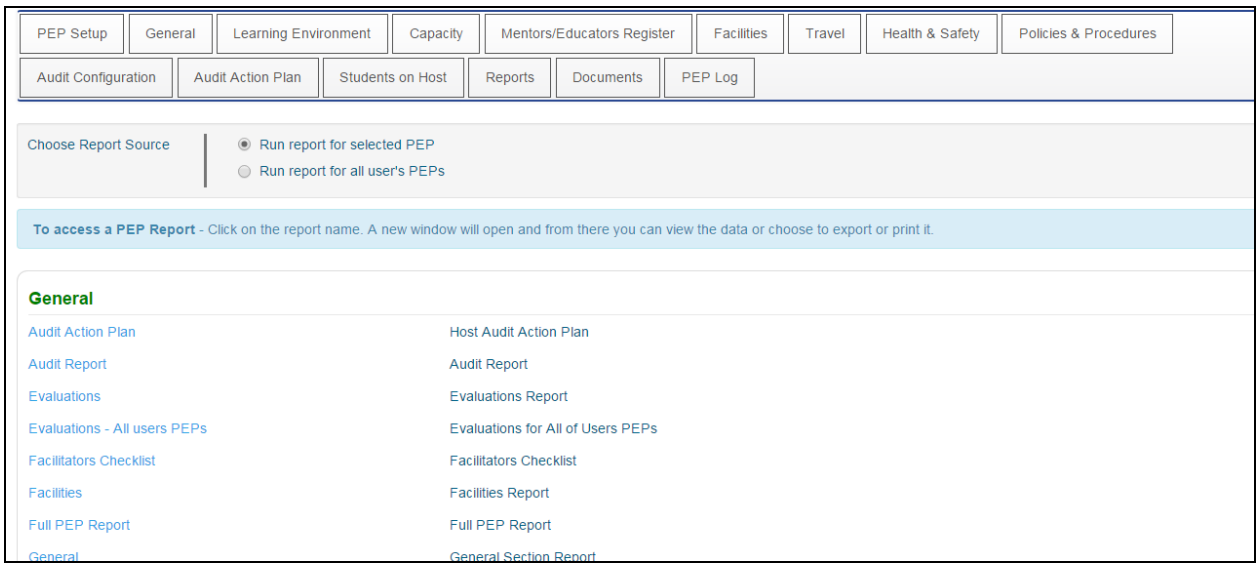



Figure 35 Reports

### 6.4.13 Documents

This section shows documents that can be added to your profile. You can choose the audience of the file you attach by ticking the audience boxes in Figure 36.

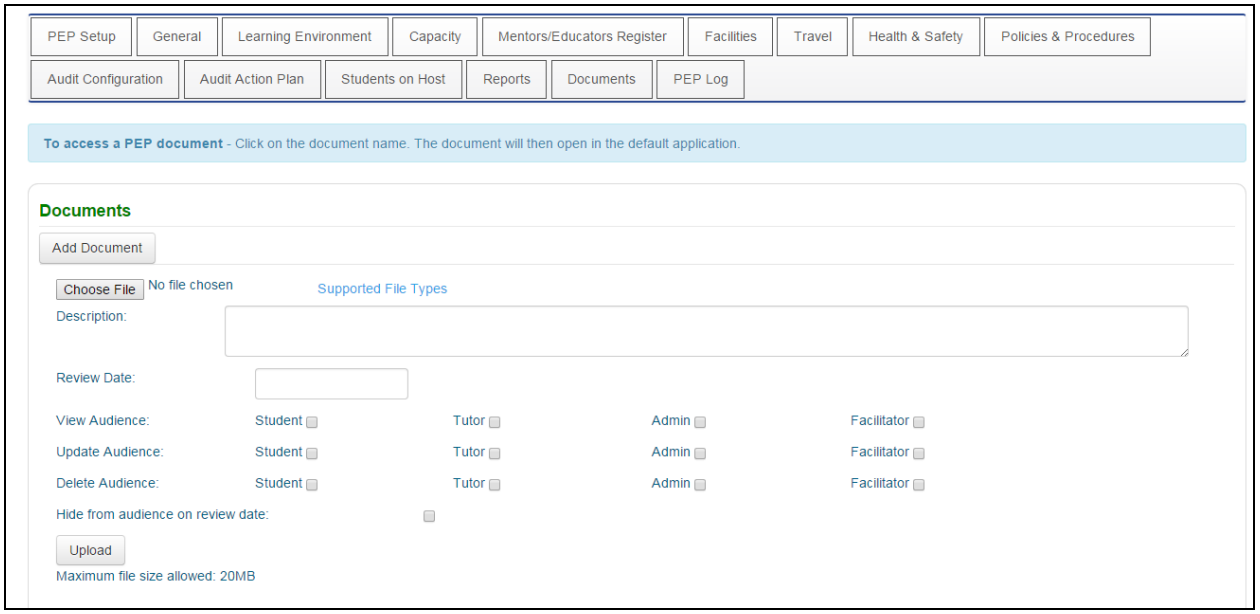



Figure 36 Documents

### 6.4.14 PEP Log

This shows when the PEP was checked in / checked out, when and who by. This is a good way to see when the profile was last reviewed. Scroll to the bottom to see the most recent check in / check out.

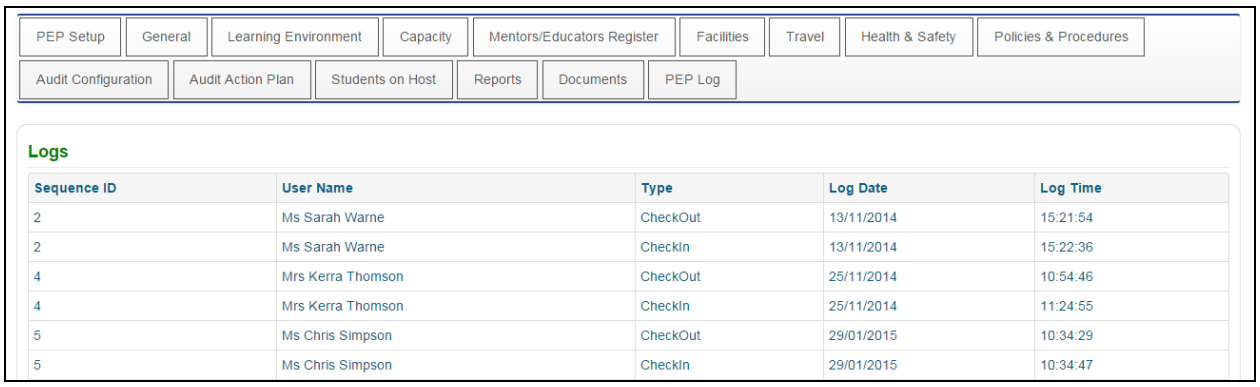

PEP Setup
General
Learning Environment
Capacity
Mentors/Educators Register
Facilities
Travel
Health & Safety
Policies & Procedures
Audit Configuration
Audit Action Plan
Students on Host
Reports
Documents
PEP Log
Logs
Sequence ID | User Name | Type | Log Date | Log Time
2 | Ms Sarah Warne | CheckOut | 13/11/2014 | 15:21:54
2 | Ms Sarah Warne | CheckIn | 13/11/2014 | 15:22:36
4 | Mrs Kerra Thomson | CheckOut | 25/11/2014 | 10:54:46
4 | Mrs Kerra Thomson | CheckIn | 25/11/2014 | 11:24:55
5 | Ms Chris Simpson | CheckOut | 29/01/2015 | 10:34:29
5 | Ms Chris Simpson | CheckIn | 29/01/2015 | 10:34:47

Figure 37 PEP Log

### 6.4.15 Edit Complete – The Final Steps

- Once you have updated your PEP, you need to check it back in
- To do this, click on Submit Changes (Figure 38)

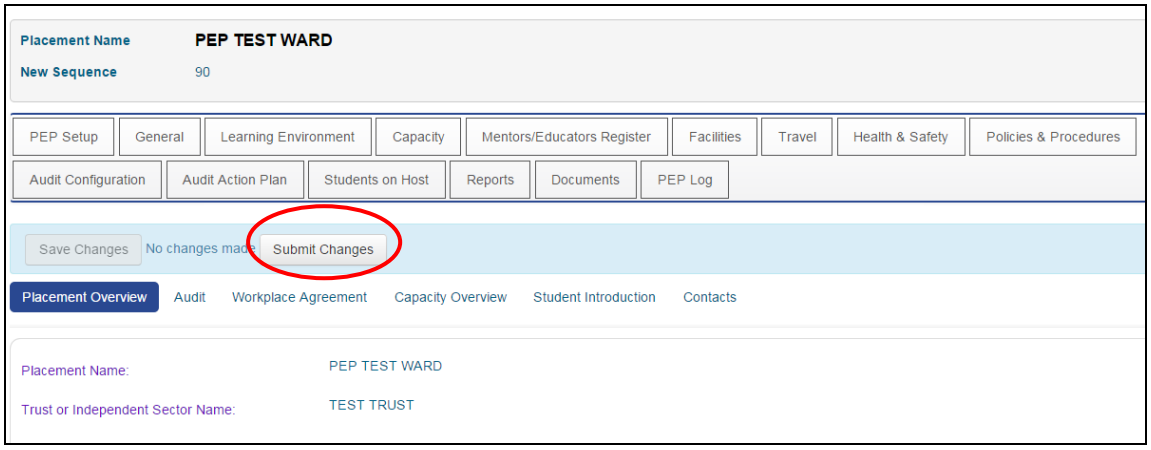



Figure 38 Check In

- The following confirmation box will appear, then click Check In (Figure 39)

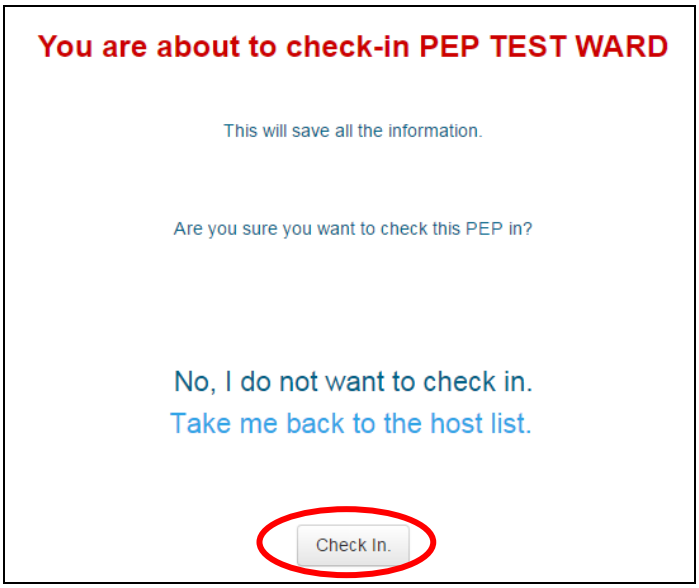
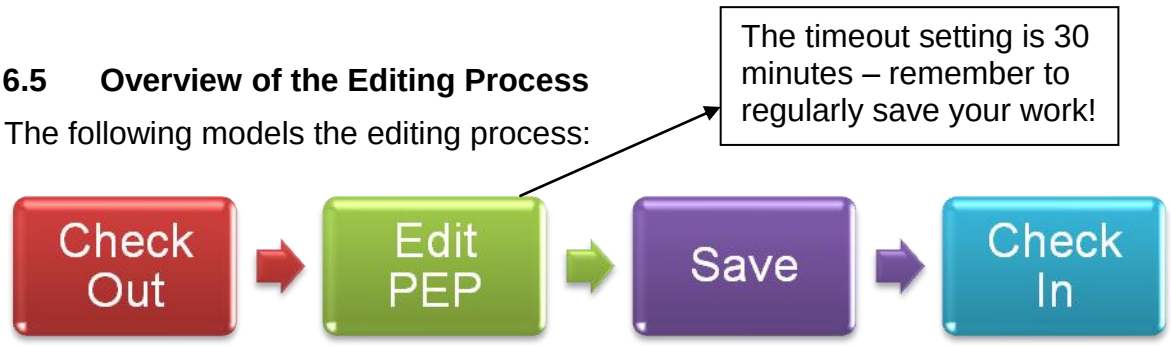

You are about to check-in PEP TEST WARD
This will save all the information.
Are you sure you want to check this PEP in?
No, I do not want to check in.
Take me back to the host list.
Check In.

**Figure 39 – Check In**

The page will reload and return you to the home screen.  Your name will no longer appear next to the PEP.

## 6.5 Overview of the Editing Process

The following models the editing process:




## 6.6 Checked Out PEPs

If the PEP you require is already Checked Out by another user, you cannot edit it. You can view it by selecting the View icon. To change it: either wait until the profile is Checked In or contact pepsupport@plymouth.ac.uk

## 6.7 Log Out

- Click Save to ensure you have saved any changes
- Click Check In to return the PEP to the database
- Click the Log Out button on the PEP main menu bar

If you do not Check In your PEP back to the database, your PEP may be unavailable to other PEP users.

# 7 Mentors – How To Add, Edit and Remove

The mentor register stored on PEP is a large database that holds all mentor details that **every** Trust inputs.

All users have access to **part** of this database; any mentors that are linked to placement areas that you can view via PEP. For example, if you are a PDT Clinical Lead for Plymouth Hospitals NHS Trust, you will have access to all mentors associated with any placement within this Trust.

This is **your** mentor register so please ensure the data you are inputting is correct and that every field is completed.

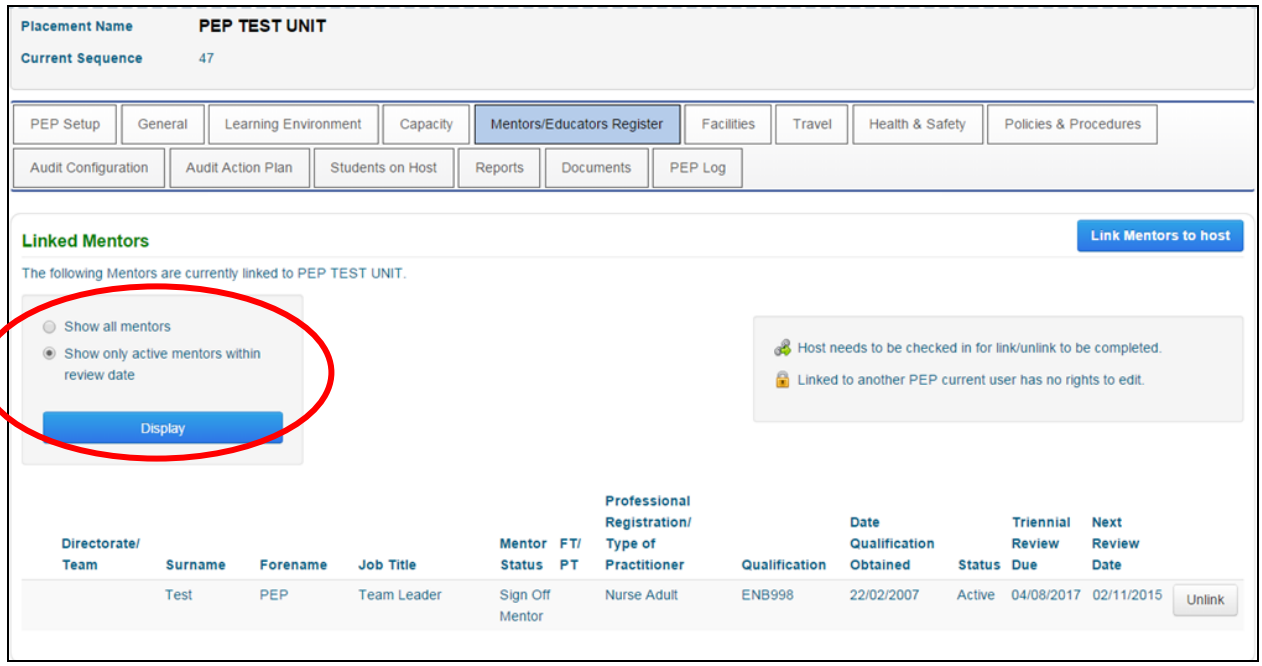
## 7.1 Mentor Status

All mentors have a status:

- **Active** – a mentor that is up to date with mentor update and triennial review is active
- **Deactive** – a mentor that is out of date for mentor update or triennial review, or is not available to mentor a student (i.e. on maternity leave, long term sick leave etc.)
- **Archived** – this status is for mentors that will not need to be made active again (i.e. a mentor has retired, or was created in error and needs to be removed. For audit purposes, mentors cannot be deleted, so are archived instead)

## 7.2 Live Mentor Register

The Live Mentor Register for each placement is automatically displayed when you open that placement area (this is because the default setting is to show only active mentors). By selecting 'Show all mentors', as circled below, you can view all mentors linked to this placement regardless of their status.



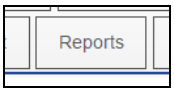

## 7.3 Assigning a Mentor to Student

Mentors can be assigned to a student. The system has been set with restrictions so only mentors that meet the criteria below will allow you to assign them:

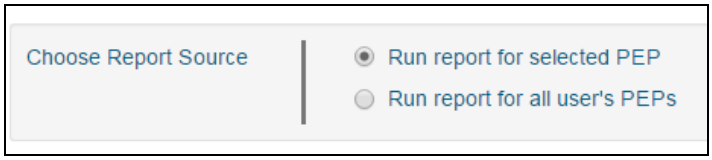
- The mentor status is active for the duration of the placement
- The mentor is up to date for their mentor update
- The mentor is up to date for triennial review
- The mentor is not already linked to three students (three students to one mentor is the maximum)

## 7.4 Reports

Mentor reports can be accessed through the Hosts section of PEP, by clicking to view any placement area, and clicking on the Reports button




Before you run your report, please select whether you want the report to run for all placements you have access to or just the one that you are currently viewing.



- **Live Mentor Register** – displays all active mentors with up to date mentor updates and triennial review
- **Mentor / Educator Full list – Excel** – displays all mentors regardless of their status
- **Out of Date Mentors –** displays all mentors that are out of date
- **Sign Off Mentor List** – displays all sign off mentors regardless of status

## 7.5 Future Developments

Developments to further improve the mentor process within PEP are underway; please see below for details of developments we will be implementing in the near future.

### 7.5.1 Automated Emails

We are currently developing the system so it will generate an automated email for mentors:

- 8 weeks before their mentor update and triennial review is due
- When a student has been assigned to be mentored by them
- When a student has been removed from being assigned them

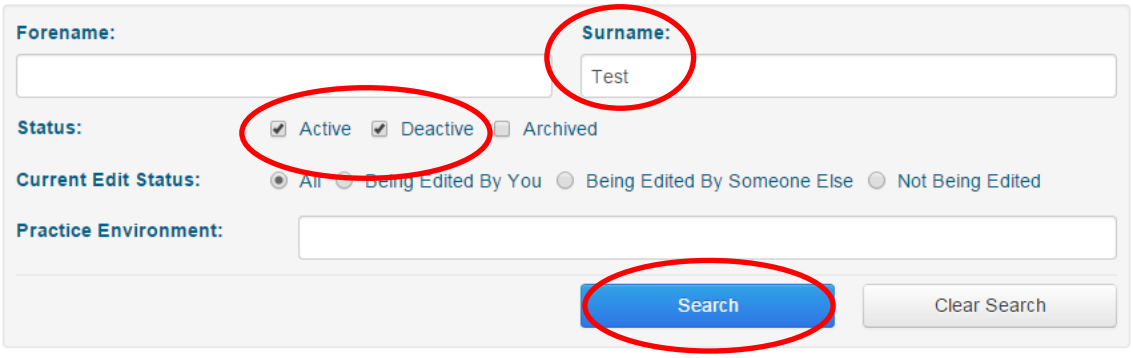
### 7.5.2 Out of Date Mentors

We are currently developing the system so mentors that are out of date will automatically be made deactive, and therefore will no longer appear in the live mentor register and the system will not allow a student to be assigned to them. If a mentor has blank fields for their updates, the system will assume the mentor is out of date and will also be made deactive.

## 7.6 How to Add a Mentor

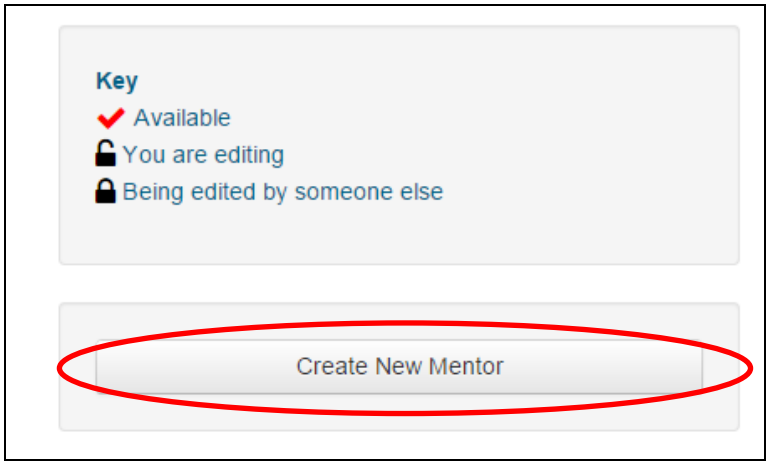
- Click on the Mentors section

Before you create a new mentor, please ensure that the mentor does not already exist. To do this, enter the mentor surname in the search field, tick both Active and Deactive status and click Search.



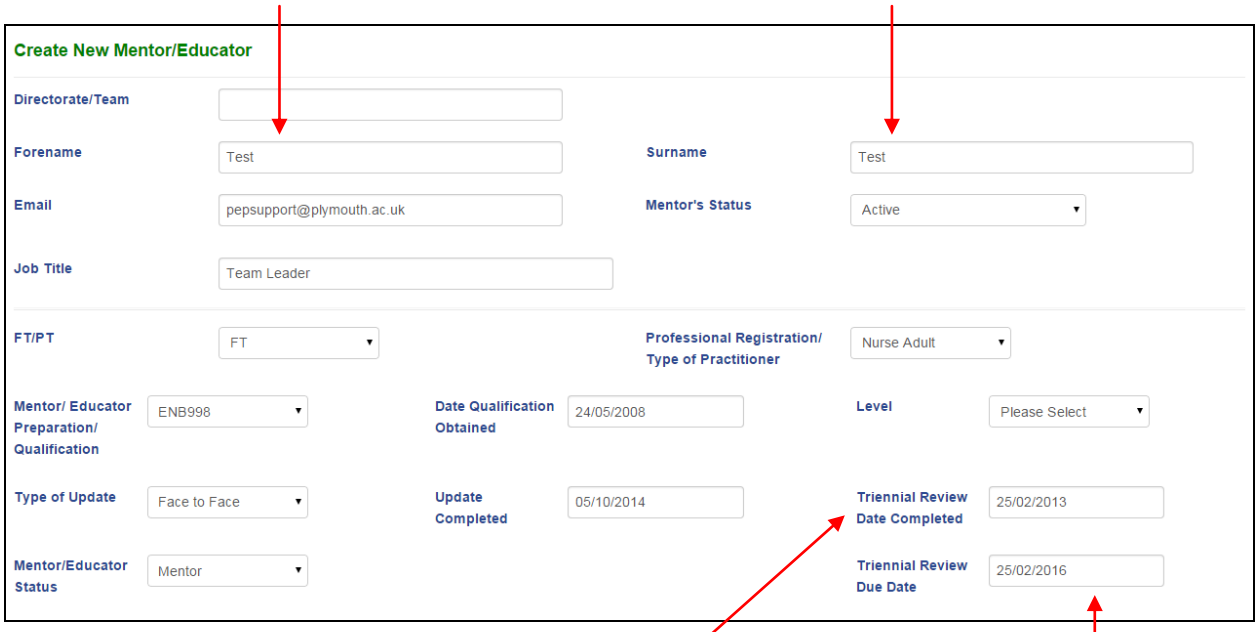

If the mentor you are searching for does not appear, then you should create a new mentor. If the mentor does appear, then skip to section 7.7 – How to Amend Mentor Details.

- Click on Create New Mentor




- Enter your mentor information in the fields. Please ensure that you have populated every field.

Please ensure the forename and surname are entered with an upper case first letter, and lower case for other letters. Do not use all capitals.

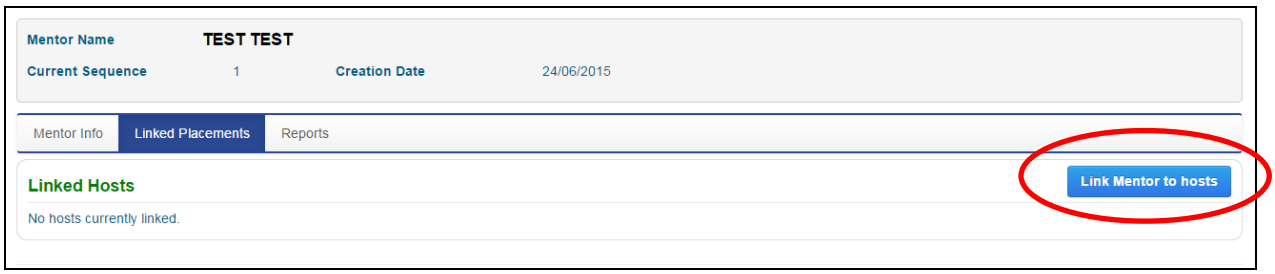



For a new mentor joining the register, the Triennial Review Completed date should be the same as the Date Qualification Obtained date.

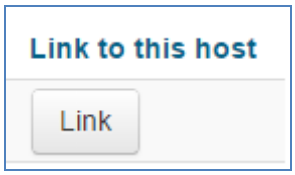
The date for Triennial Review Due should always be exactly three years after the completed date.

- Once all your mentor information has been entered click on 'Save Changes'.

- Now you need to link the mentor to a host (without linking the mentor to a placement they will not appear on any reports). Click on the Link Mentor to hosts button:




- Once you have found your host, click 'Link'

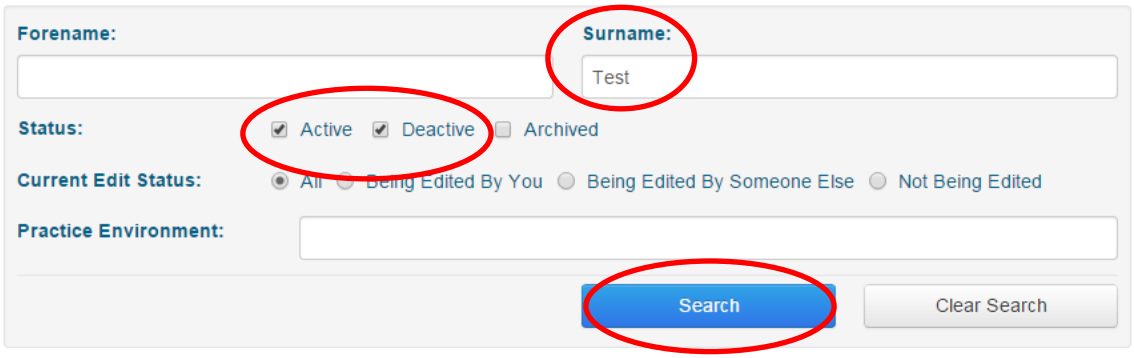



Your mentor is now linked to the placement area and will appear on the mentor list.

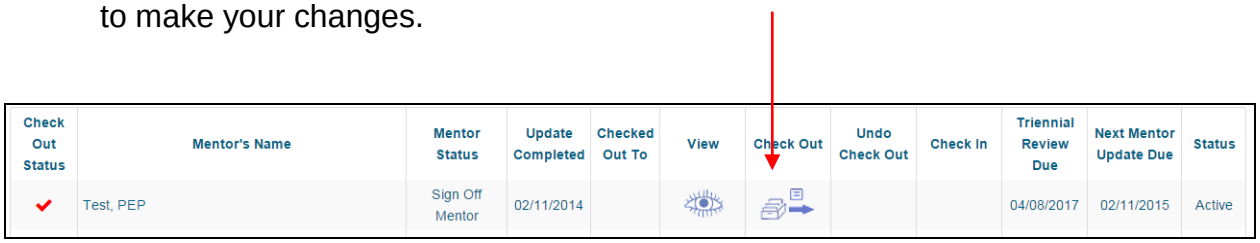
## 7.7 How to Amend Mentor Details

- Click on the Mentors section

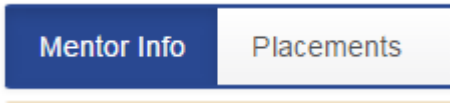
- Enter the mentor surname in the search field, tick both Active and Deactive status and click Search.



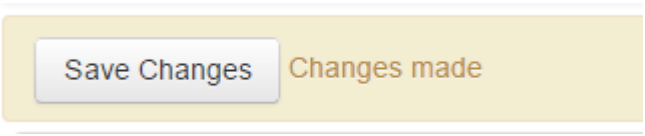

- When you have found your mentor, click on 'Check Out' as this will allow you to make your changes.



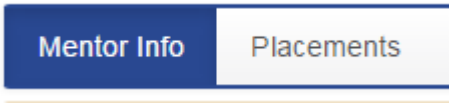

- Select whether you want to make changes to the Mentor Information or the Placements the mentor is linked to as shown below:



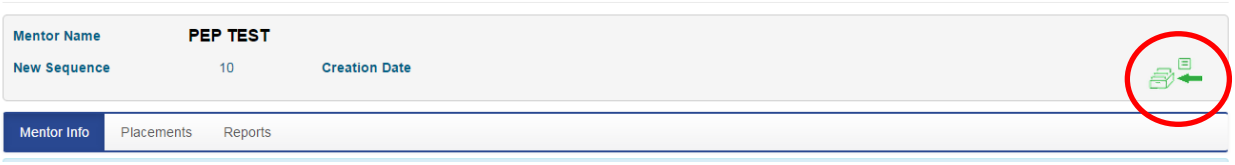
- If you make changes to the mentor information, when you have made your changes, click on the Save Changes button




- If you make changes to the placements the mentor is linked to, go back to the Mentor Info page to 'Check In' the mentor.

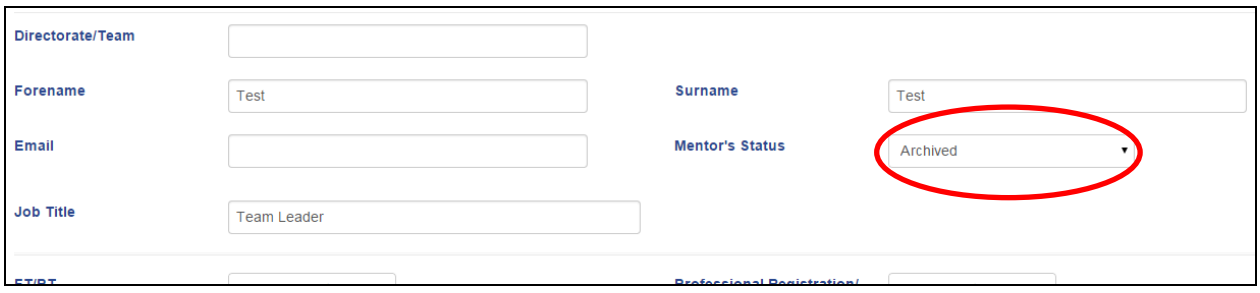



- Check the mentor back in by clicking on the green arrow in the right corner.




## 7.8 How To Delete a Mentor

There is no delete functionality as all records are kept for audit purposes. Instead, please amend the mentor status to 'Archived' (follow guidance in section 7.7 How to Amend Mentor Details).

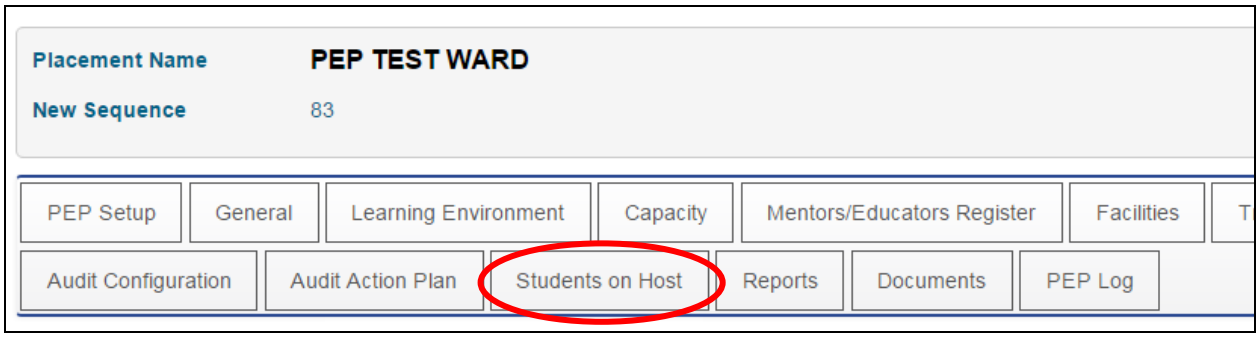


## 7.9 How to Assign a Mentor to a Student

NB only users with edit access are able to assign mentors to students

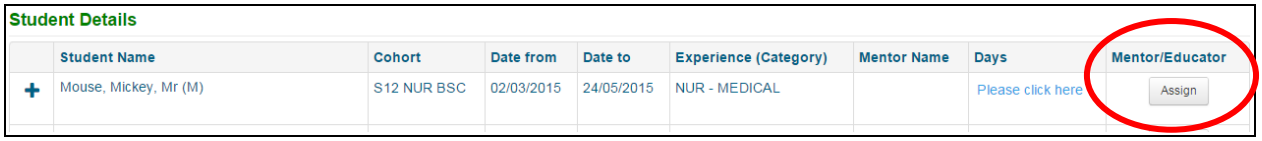
- Search for the placement area you wish to assign mentors for, and click 'Check Out'

- Click on 'Students on Host'

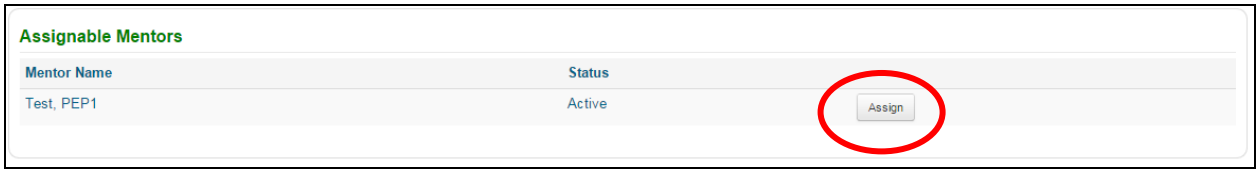



- Enter the dates you wish to search for students and click 'Show Students'

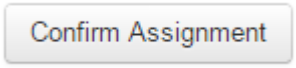
- Click on 'Assign' to see the mentors who meet the criteria to mentor a student (see Section 7.1 for the criteria)



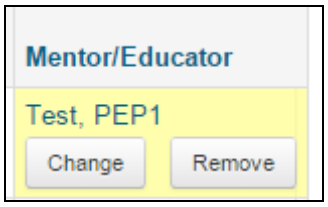

- A list of active mentors will appear below the student. Choose from the list and click 'Assign'




You will be asked to confirm the assignment, please check the details and if you're happy, click 'Confirm Assignment'




- The mentor has now been linked to the student. You can change the mentor or remove the mentor from the student by clicking either the Change or Remove button as shown below.




- When you have finished assigning mentors to students, please 'Check In' the placement area, by clicking on Hosts, and then the green arrow

## 8 Help

If you need further assistance, please email pepsupport@plymouth.ac.uk and a member of the team will get back to you.

# 9 Annex A Practice Environment Prefixes & Naming Convention

Each placement area is prefixed with a 3-letter code, which is either a specific hospital code or a location/town. Below is a list of commonly used pre-fixes. For a full list of prefixes, please go to the POPPI website. To change the code that your area is listed under, please email pepsupport@plymouth.ac.uk.

| Prefix | Name | Area |
|---|---|---|
| ASB | Ashburton | Devon |
| AXM | Axminster | Devon |
| BFD | Blandford | Dorset |
| BFL | Buckfastleigh | Devon |
| BID | Bideford | Devon |
| BOD | Bodmin | Cornwall |
| BOS | Burnham-on-Sea | Somerset |
| BOU | Bournemouth | Other |
| BOV | Bovey Tracey | Devon |
| BPT | Bridport | Dorset |
| BRA | Braunton | Devon |
| BRS | Bristol | Other |
| BRX | Brixham | Devon |
| BSP | Barnstaple | Devon |
| BTH | Bath | Other |
| BUD | Budleigh Salterton | Devon |
| BUE | Bude/Stratton | Cornwall |
| BWR | Bridgwater | Somerset |
| CAL | Callington | Cornwall |
| CAM | Camborne | Cornwall |
| CCH | Christchurch | Dorset |
| CCY | Castle Cary | Somerset |
| CHA | Chard | Other |
| CHE | Cheltenham | Other |
| CLE | Clevedon | Somerset |
| CMB | Cumberland Centre | Devon |
| CML | Camelford | Cornwall |
| CRE | Crediton | Devon |
| CRW | Crewkerne | Somerset |
| CUL | Cullompton | Devon |
| DAR | Dartmouth | Devon |
| DAW | Dawlish | Devon |
| DBC | Dene Barton Community Unit | Devon |
| DER | Derriford Hospital | Devon |
| DOR | Dorchester | Dorset |

| | | |
|---|---|---|
| DOS | Dorset | Dorset |
| DUC | Duchy Hospital | Cornwall |
| DUL | Dulverton | Somerset |
| EDH | Edward Hain Hospital | Cornwall |
| EXE | Exeter | Devon |
| EXM | Exmouth | Devon |
| FAL | Falmouth | Cornwall |
| FOW | Fowey | Cornwall |
| FRM | Frome | Somerset |
| FVH | Frome Victoria Hospital | Somerset |
| GEN | General Population of data (TRUSTS) | Other |
| GLA | Glastonbury | Somerset |
| GLO | Gloucester | Other |
| HAY | Hayle | Cornwall |
| HBR | Highbridge | Somerset |
| HLS | Helston | Cornwall |
| HOL | Holsworthy | Devon |
| HON | Honiton | Devon |
| HV1 | Health Visitor Cornwall | Cornwall |
| HV2 | Health Visitor Cornwall | Cornwall |
| ILC | Ilchester | Somerset |
| ILF | Ilfracombe | Devon |
| ILM | Ilminster | Somerset |
| IVY | Ivybridge | Devon |
| KIN | Kingsbridge | Devon |
| LAN | Langdon Hospital | Devon |
| LAU | Launceston | Cornwall |
| LEA | Leatside Surgery | Devon |
| LEE | Lee Mill | Devon |
| LGP | Langport | Somerset |
| LIS | Liskeard | Cornwall |
| LOE | Looe | Cornwall |
| LYN | Lynton | Devon |
| MGD | Mount Gould Hospital | Devon |
| MOR | Moretonhampstead | Devon |
| MUS | Musgrove Park Hospital | Somerset |
| MWS | Minehead & West Somerset Hospital | Somerset |
| NDD | North Devon District Hospital | Devon |
| NEW | Newton Abbot | Devon |
| NQY | Newquay | Cornwall |
| OAK | Oaktree Surgery | Cornwall |
| OKE | Okehampton Community | Devon |
| OOO | Out of area electives | Outside South West |

| | | |
|---|---|---|
| OSM | Ottery St Mary | Devon |
| PAI | Paignton | Devon |
| PAR | Par | Cornwall |
| PEN | Penzance | Cornwall |
| PER | Perranporth | Cornwall |
| PLE | Poole | Dorset |
| PLY | Plymouth | Devon |
| PRI | Priory Health Park | Somerset |
| PSK | Plymstock | Devon |
| PTN | Plympton | Devon |
| RAD | Radstock | Somerset |
| RCH | Royal Cornwall Hospital | Cornwall |
| RDH | RDE Heavitree Hospital | Devon |
| RDW | RDE Wonford Hospital | Devon |
| RED | Redruth | Cornwall |
| SAL | Saltash | Cornwall |
| SBR | South Brent | Devon |
| SBY | Shaftesbury | Dorset |
| SCT | Scott Hospital | Devon |
| SEA | Seaton Community | Devon |
| SHE | Sherborne | Other |
| SHK | South Hams (Kingsbridge) | Devon |
| SHP | Shepton Mallet Community | Somerset |
| SID | Sidmouth | Devon |
| SIV | St Ives | Cornwall |
| SLB | Salisbury | Other |
| SMC | South Molton | Devon |
| SOM | Somerton | Somerset |
| SPT | South Petherton | Somerset |
| STA | St Austell | Cornwall |
| STM | St Michaels Hospital | Cornwall |
| STT | Street | Somerset |
| SUM | Summerlands Hospital Site | Somerset |
| SWG | Swanage | Dorset |
| SWI | Swindon | Other |
| TAU | Taunton | Somerset |
| TAV | Tavistock | Devon |
| TEI | Teignmouth | Devon |
| TIV | Tiverton | Devon |
| TON | Torrington | Devon |
| TOR | Torbay | Devon |
| TOT | Totnes | Devon |
| TPT | Torpoint | Cornwall |
| TQY | Torquay | Devon |

| | | |
|---|---|---|
| TRO | Trowbridge | Wiltshire |
| TRU | Truro | Cornwall |
| VIC | Victoria Hospital | Devon |
| WAD | Williton & District Hospital | Somerset |
| WCH | West Cornwall Hospital | Cornwall |
| WDB | Wadebridge | Cornwall |
| WDC | Wellington & District Cottage Hospital | Somerset |
| WEL | Wellsprings Hospital Site | Somerset |
| WEY | Weymouth | Dorset |
| WHM | Wareham | Dorset |
| WHO | Wadebridge Health Office | Cornwall |
| WIM | Wimborne | Dorset |
| WIN | Wincanton | Somerset |
| WLN | Wellington | Somerset |
| WLS | Wells | Other |
| WNF | Wonford House Hospital | Devon |
| WPT | Whipton Hospital | Devon |
| WSM | Weston Super Mare | Somerset |
| XXX | Overseas Placements | Overseas |
| YEO | Yeovil District | Somerset |

Please note this listing is correct at time of document production, please see www.plymouth.ac.uk/poppi for an up to date listing.